

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am enthusiastic about the opportunity to contribute to [Company's Name] and further develop my skills in [Relevant Field/Industry].

During my studies, I gained valuable experience in [Relevant Skills or Experiences], which I believe will be beneficial for the [Job Title] role. My internship at [Previous Company/Organization] allowed me to [Briefly Describe Responsibilities or Achievements].

I am particularly drawn to [Company's Name] because [Reason You Are Interested in the Company]. I admire [Specific Company Value or Initiative] and would love to be a part of a team that [Description of Company's Goals or Projects].

I am eager to bring my strong work ethic, willingness to learn, and [Any Other Relevant Trait] to [Company's Name]. I am confident that my background and enthusiasm make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name].

Sincerely,
[Your Name]