

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name]. I am a recent graduate from [Your University] with a degree in [Your Degree], and I am excited about the opportunity to contribute to your team.

During my time at university, I acquired skills in [relevant skills related to the job], and I completed an internship at [Internship Company], where I [describe relevant responsibilities or achievements]. This experience taught me the value of [mention any relevant lesson or skill] and solidified my desire to pursue a career in [your field of interest].

I am impressed by [something notable about the company or its projects], and I believe my background in [related skills or academic achievements] would be a strong match for this role. I am eager to bring my skills in [specific relevant skills] to [Company's Name] and collaborate with your team to achieve [mention company goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and support [Company's Name] in reaching its objectives.

Sincerely,  
[Your Name]