

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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]. As a recent graduate in [Your Major] from [Your University], I am eager to apply my knowledge and skills in a practical setting.

During my academic career, I developed a strong foundation in [Relevant Skills or Topics]. Additionally, my internship experience at [Internship Company or Relevant Experience] allowed me to [Briefly Describe Relevant Tasks or Responsibilities]. I am particularly drawn to this position because [Reason Why You Are Interested in the Company/Role].

I am enthusiastic about the opportunity to contribute to your team and grow my career at [Company's Name]. I believe my [Mention Any Key Traits or Skills] make me a suitable candidate for this role.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]