

[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 at [Company's Name]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and contribute to your team.

During my time at [Your University], I gained a solid foundation in [relevant skills or knowledge]. My internship at [Previous Company/Internship] allowed me to develop my abilities in [specific experience or project], which I believe will be beneficial for the [Job Title] role.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or role]. I admire [any relevant company values, projects, or culture], and I am excited about the opportunity to be a part of such an innovative team.

I am enthusiastic about the chance to bring my unique talents to [Company's Name] and contribute to [specific goal or project related to the role]. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]