

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. As a recent [Your Degree/Field of Study] graduate from [Your University/College], I am excited about the opportunity to contribute to your team and grow my skills in a professional setting.

During my academic career, I have developed strong [mention relevant skills or experiences], which I believe will be beneficial for this role. I am particularly drawn to [specific aspect of the company or job that excites you], and I am eager to bring my [mention personal quality or skill] to [Company's Name].

I am a dedicated and motivated individual, ready to tackle new challenges. I am confident that my passion for [industry or field] and my ability to [mention relevant experience or skill] make me a suitable candidate for this position.

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

Sincerely,  
[Your Name]