

[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/College] with a degree in [Your Degree], I am eager to begin my career in [Industry/Field] and contribute my skills to [Company's Name].

During my studies, I developed a strong foundation in [relevant skills or experiences]. Additionally, my [internship, volunteer work, or part-time job] at [Previous Company/Organization] provided me with hands-on experience in [specific tasks related to the job]. I am particularly drawn to this position at [Company's Name] because [reason why you are interested in the company/position].

I am confident that my enthusiasm and commitment to [specific attributes related to the job] make me a strong candidate for this role. I am eager to bring my [skills/qualities] to [Company's Name] and learn from the talented team there.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Sincerely,
[Your Name]