

[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]. I am a recent [Your Degree/Certification] graduate from [Your School] and am eager to begin my career in [Industry/Field].

During my studies, I developed skills in [relevant skills or experiences], and I am excited to bring my enthusiasm and dedication to [Company's Name]. I am particularly drawn to this position because [briefly explain why you are interested in the job or the company].

I am eager to learn and contribute to your team. I am confident that my [mention any relevant qualities or skills] would be an asset to [Company's Name]. I look forward to the possibility of discussing my application in more detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]