

[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 hope this letter finds you well. My name is [Your Name], and I am a recent graduate from [Your University] with a degree in [Your Degree]. I am reaching out to express my interest in [specific position or opportunity] at [Company's Name].

Throughout my academic journey, I have developed skills in [relevant skills or experiences related to the position]. I completed an internship at [Internship Company Name], where I [describe relevant experience or achievements]. This experience equipped me with the [mention relevant skills or insights gained].

I am particularly drawn to [Company's Name] because [reason related to the company or its mission]. I am eager to bring my [specific skills/qualities] to your team and contribute to [specific project or goal of the company].

I am excited about the possibility of discussing how I can add value to [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Warm regards,
[Your Name]