

[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 at [Company's Name] as advertised on [where you found the job listing]. I have recently graduated with a [Your Degree] in [Your Field] from [Your University], and I am excited about the opportunity to contribute to your team.

During my studies, I developed a solid foundation in [relevant skills or experiences]. My [internship, project, or experience] at [Company/Organization] allowed me to [describe what you did and learned], which I believe aligns well with the goals of [Company's Name].

I am particularly drawn to this position because [reason specific to the company or role]. I am eager to bring my skills in [list relevant skills] and my passion for [industry or field] to [Company's Name]. I am impressed by [something notable about the company], and I am excited about the prospect of being part of such a dynamic team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]