

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in applying for the [specific position, e.g., Graduate Developer] position advertised on [where you found the job posting].

I believe my background in [your field of study or expertise] and my experience with [specific skills or technologies relevant to the position] make me a strong candidate for this role. I have recently graduated from [Your University/College] with a [Your Degree] and have gained valuable skills through [mention relevant experiences, internships, or projects].

Enclosed with this letter are my resume and cover letter, which provide further details about my qualifications. I am excited about the opportunity to contribute to [Company/Organization Name] and to learn from your esteemed team.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]