

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager'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 Posting]. With a recent degree in [Your Degree] from [Your University] and a passion for [Industry/Field], I am excited about the opportunity to contribute to your team.

During my academic career, I have developed strong skills in [Relevant Skills or Coursework], which I believe will be beneficial for this role. In addition, my experience as [Any Relevant Internship or Part-time Job] has equipped me with [Specific Skill or Experience Related to Job], and has honed my abilities in [Another Relevant Skill]. I am eager to bring my background in [Relevant Skill/Field] to [Company's Name] and contribute to [Specific Company Goal or Value].

I am particularly drawn to this position at [Company's Name] because of [Specific Reason Related to Company or Position]. I admire [Company's Value/Project/Goal], and I am excited about the possibility of being part of a team that [What You Hope to Contribute or Learn].

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]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]