

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position name] at [Company Name], as advertised on [where you found the job listing]. I am a recent graduate from [Your University] with a degree in [Your Degree] and a strong passion for [relevant field or industry].

During my time at [Your University], I gained valuable experience in [mention any relevant coursework, internships, or projects that relate to the job]. These experiences have equipped me with skills in [specific skills related to the job], which I believe will be beneficial for this position.

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the opportunity to contribute to [specific goals or projects relevant to the company], and I am eager to bring my skills in [relevant skills] to your team.

I have attached my resume for your review, and I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,
[Your Name]