

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

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

Dear [Recipient'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]. I am a recent graduate from [Your University] with a degree in [Your Degree], and I am eager to begin my career in [Industry/Field]. During my studies, I gained valuable knowledge and skills in [relevant skills or experiences related to the job]. I completed an internship at [Previous Company or Experience], where I [specific tasks or projects you completed]. This experience not only honed my technical abilities but also taught me the importance of teamwork and effective communication. I am particularly impressed by [Company's Name]'s commitment to [something notable about the company or its values]. I believe my background in [specific knowledge or skills] aligns well with the goals of your team, and I am excited about the opportunity to contribute to [specific project or value of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my education and experiences can contribute to the success of [Company's Name]. I am happy to provide any additional information needed and hope to hear from you soon.

Sincerely,  
[Your Name]