[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Employer's Name],
I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. As a recent graduate with a degree in Information Technology from [Your University], I am eager to apply my skills and knowledge to contribute to your team.
During my academic career, I gained hands-on experience in software development, database management, and network administration. My internship at [Internship Company] allowed me to work on [specific project or technology], where I successfully [describe achievement or responsibility]. This experience honed my technical skills and reinforced my passion for problem-solving and innovation.
I am particularly impressed by [specific aspect of the company or project] at [Company Name] and believe that my background in [specific relevant skills or technologies] aligns well with the goals of your team. I am excited about the opportunity to collaborate with a talented group of professionals and contribute to [mention any projects or values of the company].
Enclosed is my resume, which provides further details about my education and accomplishments. I am looking forward to the opportunity to discuss how my skills and experiences make me a suitable candidate for the [Job Title] position. Thank you for considering my application.
Sincerely,
[Your Name]