

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

Dear [Employer'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 listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills in [relevant skills or experiences] to contribute to your team.

During my academic career, I developed a solid foundation in [mention relevant coursework or projects], which equipped me with [skills related to the job]. My internship experience with [Previous Internship Company] allowed me to gain hands-on experience in [specific tasks or responsibilities related to job], enhancing my abilities in [related skills].

I am particularly drawn to [Company's Name] because [mention something specific about the company that aligns with your goals or values]. I admire [specific aspect of the company or its projects], and I am excited about the opportunity to contribute to your team.

Enclosed with this letter is my resume, which provides further details about my academic achievements and work experience. I am looking forward to the possibility of discussing how my education and skills can benefit [Company's Name] during an interview. Thank you for considering my application.

Sincerely,  
[Your Name]