

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 listed at [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and enthusiasm to a dynamic team at [Company's Name].

During my academic career, I developed a strong foundation in [relevant skills or experiences], which I believe aligns perfectly with the needs of your team. My internship at [Previous Internship Company] allowed me to [describe relevant experience or achievement], further enhancing my ability to contribute effectively to [Company's Name].

I am particularly drawn to this position because [specific reason related to the company's values, projects, or objectives]. I am impressed by [something notable about the company], and I am excited about the opportunity to bring my background in [related skills or fields] to [Company's Name].

I am confident that my [mention any relevant personal qualities or professional aspirations] make me a strong candidate for this role. I am eager to learn and grow while contributing to your team's success. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] and am happy to provide any additional information needed.

Sincerely,  
[Your Name]