

[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 apply for the [Job Title] position at [Company's 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 am eager to begin my career in [Industry/Field].

During my time at [Your University], I gained valuable skills in [Relevant Skills or Experience]. Additionally, my experience in [Internship/Part-time Job/Volunteer Work] has further equipped me with [Specific Skills or Knowledge Related to Job]. I am particularly interested in [specific aspect of the company or position], and I believe I would be a great fit for your team.

I am enthusiastic about the opportunity to contribute to [Company's Name] and to learn from the talented professionals within the organization. I am particularly drawn to [Mention any known project, value, or aspect of the company] and would love the chance to be part of that.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and interests align with the goals of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]