

[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]. I am a recent graduate from [Your University] with a degree in [Your Degree]. During my academic career, I have gained valuable skills in [relevant skills or experiences], which I believe make me a strong candidate for this role. I am particularly drawn to [Company's Name] because [reason related to the company/industry].

I am eager to contribute my skills and work ethic to your team and am excited about the opportunity to grow professionally within your organization. I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,

[Your Name]

[Attachment: Resume]