

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised on [where you found the job listing]. I recently graduated from [Your University] with a degree in [Your Degree] and am eager to take my first steps into the professional world with a respected company like JJ.

During my time at [Your University], I [mention any relevant experience, internships, or projects]. This experience helped me develop [specific skills related to the job]. I am particularly drawn to this position because [mention what excites you about the role/company].

I believe that my background in [relevant skills/fields] would be an asset to your team. Furthermore, I am enthusiastic about the opportunity to contribute to [specific project or value of the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,  
[Your Name]