

[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 [Job Title] position at [Company Name] as advertised [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 and knowledge in a role that contributes to your esteemed organization.

During my time at [Your University], I gained experience in [mention relevant experiences, projects, or internships] that honed my abilities in [relevant skills]. My academic background combined with my passion for [industry or field] makes me a suitable candidate for this role.

I am particularly drawn to [Company Name] because [specific reason related to the company/industry]. I admire [mention any specific projects, values, or initiatives of the company], and I am excited about the opportunity to contribute to such [adjective that describes the company, like innovative or impactful] work.

I am enthusiastic about the possibility of discussing how my background, skills, and interests align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]