

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting]. As a recent [Your Degree] graduate from [Your University], I am eager to start my career with [Company Name] and contribute to your team.

During my studies, I gained relevant experience in [mention any relevant skills or courses]. I have developed strong [mention any specific skills related to the job] and am enthusiastic about applying them in a practical setting.

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I believe that my [skills, passion, or experiences] would be a great fit for your team.

I am excited about the opportunity to bring my unique talents to [Company Name] and contribute to [mention any specific project or goal of the company]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]