

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. As a recent graduate from [Your School] with a degree in [Your Degree], I am eager to apply my skills and enthusiasm in a professional setting.

During my time at [Your School/University], I gained experience in [Related Experience or Skills]. I believe this has prepared me to be an asset to your team. I am particularly excited about [Specific Aspect of the Job or Company] and how I can contribute to [Company's Goal or Project].

I am excited about the opportunity to work with [Company's Name] and grow as a professional. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]