

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [specific job title] position at [Company's Name] as advertised on [where you found the job posting]. I recently graduated from [Your University] with a degree in [Your Degree], and I am eager to apply my skills in [relevant skills or field] to contribute to your team.

During my studies, I gained valuable experience in [mention any relevant coursework, projects, or internships], which helped me develop [specific skills or knowledge]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects/values], and I am excited about the opportunity to [how you aim to contribute to the company].

I am a quick learner, highly motivated, and dedicated to achieving excellence. I believe my background in [area of expertise or interest] aligns well with the goals of [Company's Name]. I am looking forward to the chance to bring my unique strengths to your team.

Thank you for considering my application. I hope to discuss how my education and passion can be an asset to [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]