

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. I am a recent [Your Degree] graduate from [Your University] and am eager to begin my career in [Industry/Field] within a dynamic organization like yours.

During my time at [University/Previous Experience], I developed strong [relevant skills/knowledge] that will allow me to contribute effectively to your team. [Include a specific example of a relevant project, assignment, or course]. This experience taught me the importance of [relevant takeaway] and solidified my desire to pursue a career in this field.

I am particularly drawn to this opportunity at [Company's Name] because [specific reason related to the company/position]. I admire [something notable about the company], and I believe my background in [relevant skills or experiences] aligns well with the goals of your team.

I am enthusiastic about the chance to bring my unique skills to [Company Name] and to learn from your esteemed team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]