

[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 or Hiring Manager],
I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. I am a [recent graduate/entry-level job seeker] with a passion for [specific field/industry] and a strong desire to contribute to your team. In my previous role at [previous job/internship], I successfully [mention a relevant accomplishment or responsibility]. This experience honed my skills in [specific skills relevant to the job], which I believe would be beneficial for this position.

I am particularly impressed by [something specific about the company or its projects] and I am eager to bring my background in [your major/field] to your organization. I am motivated, hardworking, and ready to learn and grow within your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and enthusiasm can contribute to the success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Sincerely,
[Your Name]