

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 on [where you found the job listing]. I recently graduated from [Your School/University] with a degree in [Your Degree] and am eager to apply my knowledge and skills in a professional setting.

During my time at [Your School/University], I gained experience in [relevant experience or specific skills related to the job]. I also completed [any relevant internships, projects, or volunteer work] which helped me develop [mention specific skills or knowledge relevant to the job].

I admire [Company's Name] for [mention something notable about the company or its values] and I am excited about the opportunity to contribute to your team. I am confident that my [mention any positive traits or skills] make me a suitable candidate for this position.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]