

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 on [Where You Found the Job Posting]. With my recent graduation from [Your University/College] with a degree in [Your Degree], I am eager to begin my career in [Industry/Field] and contribute to your team.

During my academic career, I gained valuable skills and experience that align with the requirements of this position. In my [Internship/Project/Relevant Experience], I [Briefly describe your responsibilities or achievements that relate to the job]. This experience taught me [mention any relevant skills or lessons learned], which I believe will help me succeed in this role.

I am impressed by [Company's Name] commitment to [specific value or project related to the company], and I am excited about the opportunity to work with a team that shares my passion for [something related to the job or industry]. I am confident that my proactive approach and eagerness to learn will allow me to make a positive impact as part of your team. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]