

[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 listed at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Area of Study] and my passion for [Relevant Interest/Skill], I am eager to contribute to your team.

As a recent [Your Degree] graduate from [Your University], I have developed skills in [Relevant Skills/Technologies]. During my internship at [Previous Company/Organization], I successfully [Specific Achievement or Responsibility], which allowed me to enhance my [Relevant Skill].

I am particularly impressed by [Company's Name]'s commitment to [Company Value or Project], and I am excited about the opportunity to bring my background in [Your Expertise] to your esteemed organization. I am a quick learner, adaptable, and enthusiastic about starting my career in [Industry/Field].

Thank you for considering my application. I hope to discuss how my skills and interests align with the goals of [Company's Name] in more detail. I look forward to the opportunity for an interview.

Sincerely,  
[Your Name]