

[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],

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]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and passion for [relevant field or industry] in a professional setting.

During my time at [Your University], I gained valuable experience through [internships, projects, or relevant extracurricular activities], where I [describe what you did and any specific skills you developed]. This experience has equipped me with a solid foundation in [mention relevant skills or knowledge related to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or position that excites you]. I believe my [mention skills or qualities] make me an ideal candidate for this role.

I am eager to bring my background in [mention any relevant skills or experiences] to contribute to [Company's Name] and further develop my career in [specific field or industry]. I appreciate your consideration and look forward to the opportunity to discuss my application in more detail.

Thank you for your time.

Sincerely,

[Your Name]