

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [where you found the job listing]. I am a recent graduate/[current student] from [Your School/University] with a degree in [Your Major]. I am eager to apply my academic knowledge and skills in a professional setting.

During my time at [Your School/University], I [mention any relevant coursework, internships, or projects]. This experience has equipped me with [mention skills or competencies relevant to the job]. I am particularly drawn to [specific aspect of the company or role], and I am excited about the opportunity to contribute to [Company's Name].

I am a quick learner, highly motivated, and passionate about [industry or field]. I believe my proactive approach and strong dedication to [relevant skills or interests] would make me a great fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name].

Sincerely,
[Your Name]