

[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 listed on [where you found the job posting] at [Company's Name]. As a recent graduate from [Your School] with a degree in [Your Degree], I am eager to begin my career and contribute to your team.

During my time at [Your School], I gained valuable experience in [relevant skills or experience related to the job]. My internship at [Previous Company/Organization] allowed me to develop my skills in [specific tasks or responsibilities]. I am excited about the opportunity to bring my background in [relevant field] to [Company's Name].

I admire [specific information about the company or its mission] and believe that my [specific skills or traits] would make me a great fit for your team. I am particularly drawn to [a particular project, value, or initiative of the company] and would love the opportunity to contribute to such efforts.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team at [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]