

[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 [where you found the job posting]. I recently graduated from [Your School/University] with a degree in [Your Degree], and I am eager to begin my career in [Industry/Field]. During my studies, I gained valuable experience in [mention any relevant skills or experiences], and I am particularly drawn to [specific aspect of the company or role]. I believe my [mention any relevant skills or traits] make me a suitable candidate for this position.

I am excited about the opportunity to contribute to [Company's Name] and learn from a dynamic team. I am looking forward to discussing how my background, skills, and enthusiasms align with the goals of your company. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]