

[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 listed at [Where You Found the Job Posting]. I recently graduated from [Your University] with a degree in [Your Degree] and am eager to bring my skills in [Relevant Skills] to [Company's Name].

During my time at [Your University], I had the opportunity to [Briefly Describe Relevant Experience, such as internships or projects]. This experience honed my ability to [Specific Skill Related to Job], which I believe will be invaluable in the [Job Title] role.

I am particularly drawn to this position at [Company's Name] because [Reason You Are Interested in the Company or Role]. I admire [Something Noteworthy About the Company or Its Values], and I am excited about the possibility of contributing to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasm for [Field/Industry] align with the goals of [Company's Name].

Sincerely,  
[Your Name]