

[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 [Your Major/Field of Study] graduate from [Your University/College], I am eager to apply my skills and enthusiasm in a dynamic environment such as yours. During my time at university, I [briefly describe relevant experience, skills, or projects]. This has equipped me with a strong foundation in [relevant skills or technical knowledge]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values].

I am excited about the opportunity to contribute to your team and learn from experienced professionals. I believe my [soft skills or personal attributes] make me a strong candidate for this role.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]