

[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 posting]. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to your team.

As a recent graduate from [Your University/College] with a degree in [Your Degree], I have developed skills in [mention relevant skills or experiences]. During my time at [University/College/Previous Job/Internship], I successfully [describe an accomplishment or relevant project], which has prepared me for the challenges associated with the [Job Title] role.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I am eager to bring my [mention specific skills or qualities] to your team and help [mention how you can contribute to the company or team].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and passions align with the goals of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]