

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With a [your degree] in [your field] from [Your University] and a strong desire to begin my career in [industry/field], I believe I would be a valuable addition to your team at [Company's Name].

During my time at [Your University/Previous Experience], I developed skills in [relevant skills or experience] that align well with the requirements of this role. I have also completed [specific projects, internships, or experiences] that have equipped me with a solid foundation in [relevant skills or knowledge].

I am particularly drawn to this opportunity at [Company's Name] because of [specific reason related to the company or position], and I am eager to contribute to [specific goals or projects related to the position]. Thank you for considering my application. I look forward to the possibility of discussing how my skills and enthusiasm align with the needs of your team.

Sincerely,
[Your Name]