

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. As a recent graduate from [Your University/College] with a degree in [Your Degree], I am excited about the opportunity to contribute to [Company Name] and begin my career in [Industry/Field].

During my time at [Your University/College], I developed strong skills in [relevant skills or experiences related to the job], which I believe will be beneficial for this position. My internship with [Previous Company/Organization] allowed me to [specific responsibility or project], further solidifying my passion for [specific aspect of the job or industry].

I am particularly drawn to this opportunity at [Company Name] because of [specific reason related to the company or its values]. I am eager to bring my background in [your skills or experiences] to your team and learn from the experienced professionals at [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and enthusiasm can contribute to [Company Name]. I am available for an interview at your earliest convenience.

Sincerely,
[Your Name]