

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting]. With my recent graduation from [Your School/Program] and a strong enthusiasm for [Industry/Field], I believe I am well-prepared to contribute to [Company's Name].

During my time at [Your School/Program], I acquired skills in [mention relevant skills or experiences that relate to the job]. Additionally, my internship at [Previous Internship or Experience] helped me develop [specific skill or outcome related to the job] and solidified my passion for [specific aspect of the industry or role].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that appeals to you]. I am eager to bring my background in [Your Major/Field of Study] and my skills in [relevant skills] to your team.

I would appreciate the opportunity to discuss how my education and interests align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]