

[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 on [where you found the job listing]. With my background in [Your Field or Relevant Skills], I am excited about the opportunity to contribute to your team.

As a recent [Your Degree] graduate from [Your University], I have developed strong [specific skills or experiences relevant to the job]. During my internship at [Internship Company Name] where I [describe a relevant task or project], I gained valuable hands-on experience that has prepared me for this role.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I am eager to bring my [skill/quality] to your team and learn from the experienced professionals at [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team in more detail.

Sincerely,
[Your Name]