

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient'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]. I am a recent graduate from [Your University/College] with a degree in [Your Degree] and I am eager to begin my professional career in [Industry/Field].

During my time at [Your University/College], I gained relevant experience through [internships, projects, or any relevant experience]. This has provided me with a strong foundation in [specific skills or knowledge related to job]. I am particularly drawn to [Company's Name] because of [reason related to the company or its values].

I am enthusiastic about the opportunity to contribute to [specific goals or projects of the company] and believe my skills in [specific skills] would be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy in further detail.

Sincerely,  
[Your Name]