

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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]. As a recent graduate in [Your Degree/Field] from [Your University], I am eager to apply my skills and knowledge in a practical setting and contribute to your team.

During my time at [Your University], I gained valuable experience in [mention relevant coursework, projects, or internships]. I developed skills in [specific skills related to the job] and have a strong enthusiasm for [industry or field]. My [mention any relevant abilities or traits, e.g., communication skills, teamwork, or time management] make me confident that I would be a great fit for your team.

I am particularly impressed by [mention something specific about the company or its projects] and believe that my passion for [related field/interest] aligns well with [Company's Name]'s mission. I am excited about the opportunity to contribute and learn from such a reputable organization.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms can meet the needs of [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]