

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. I recently graduated from [Your University] with a degree in [Your Degree] and am eager to contribute my skills and enthusiasm to [Company's Name].

During my time at university, I gained valuable experience in [Relevant Skills or Experiences]. I completed an internship at [Previous Company/Organization Name] where I [Briefly Describe Responsibilities and Achievements]. This experience honed my [Specific Skills] and deepened my understanding of [Industry or Field].

I am particularly drawn to this position at [Company's Name] because of [Specific Reason related to the Company or Position]. I admire [Something about the Company or its Values] and believe I can bring a fresh perspective to your team.

Enclosed is my resume, which provides additional details about my education and experience. I would love the opportunity to discuss how my background, skills, and enthusiasms 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]