

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 at [Company's Name] as advertised [where you found the job posting]. I am a recent graduate in [Your Degree] from [Your University] and am eager to start my career in [Industry/Field].

During my academic career, I [mention any relevant experience, projects, or skills]. My experience with [specific skills or tools] has prepared me to contribute effectively to your team.

I am excited about the opportunity to work at [Company's Name] because [mention why you are interested in the company or position]. I believe that my [mention any personal qualities or skills] makes me a suitable candidate for this role.

I am looking forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,
[Your Name]