

[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 [Position Title] position listed on [Where You Found the Job Posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to begin my career at [Company's Name] and contribute to your team.

During my studies, I gained valuable skills in [Relevant Skills or Experience], particularly through my [Internships, Projects, or Volunteer Work]. These experiences have equipped me with a solid foundation in [Related Field] and honed my ability to [Specific Task or Skill Relevant to the Job].

I am particularly drawn to [Company's Name] because of [Reason Related to Company or Its Goals]. I admire [Specific Aspect of the Company or Team], and I am excited about the opportunity to bring my [Skill or Trait] to your organization.

I am enthusiastic about the possibility of discussing how my background, skills, and passions align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,  
[Your Name]