

[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 Posting]. With my recent graduation from [Your University/College] with a degree in [Your Degree], I am eager to contribute to your team and start my career in [Industry/Field].

During my studies, I gained valuable skills in [relevant skills/subjects] and completed [any relevant projects or internships] that provided me with practical experience. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values].

I am enthusiastic, adaptable, and eager to learn. I am confident that my proactive approach and strong work ethic would make me a valuable addition to your team. I would love the opportunity to further discuss how I can contribute to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]