

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 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 in [specific field or industry] and believe that my skills and enthusiasm make me a great fit for your team at [Company's Name].

During my studies, I developed a strong foundation in [relevant skills or knowledge related to the job], and I had the opportunity to [mention any relevant internship, project, or volunteer experience]. This experience has equipped me with [specific skills or competencies] that I am excited to bring to the [Job Title] role.

I am particularly attracted to this position at [Company's Name] because [mention something specific about the company or its projects]. I admire [specific value or aspect of the company] and am eager to contribute to [specific goals or projects] as part of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your convenience.

Sincerely,  
[Your Name]