

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Area of Study] and my passion for [related interest], I am excited about the opportunity to contribute to your team and enhance my skills in a [type of environment, e.g., fast-paced, innovative] setting.

I recently graduated from [Your University/College] with a degree in [Your Degree], where I gained extensive knowledge in [relevant skills or topics]. During my internship at [Previous Company/Experience], I honed my abilities in [specific skills or experiences relevant to the job], which I believe will be beneficial at [Company's Name].

I am particularly drawn to this position because [specific reason related to the company or role]. I admire [something notable about the company], and I am eager to bring my [mention any relevant skills or personal qualities] to your team.

I am enthusiastic about the possibility of discussing how I can contribute to the continued success and growth at [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]