

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position advertised on [where you found the job posting]. I am a recent graduate from [Your University] with a degree in [Your Degree] and have a strong passion for [industry/field].

During my time at [Your University], I gained valuable experience through [internships/projects/volunteer work] that equipped me with skills in [relevant skills related to the job]. I am particularly drawn to [Company Name] because of [reason you admire the company or its values].

I am eager to bring my skills in [specific skills] and my enthusiasm to the [Job Title] role. I believe that my background in [brief summary of relevant experience] makes me a suitable candidate for this position.

I would appreciate the opportunity to discuss my application further and am looking forward to the possibility of contributing to [Company Name].

Thank you for considering my application.

Sincerely,

[Your Name]