

[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 apply for the [specific position title] at [Company's Name] as advertised [where you found the job listing]. I am a recent graduate from [Your School/University] with a degree in [Your Degree], and I am eager to contribute my skills and enthusiasm to your team. During my time at [Your School/University], I [mention any relevant experience, projects, or skills related to the position]. This experience has equipped me with [mention skills or attributes] that I believe will be valuable in the [specific position].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the opportunity to work with a team that [mention a relevant project or goal of the company].

I would appreciate the opportunity to discuss my application further.

Thank you for considering my application. I look forward to the possibility of contributing to the success of [Company's Name].

Sincerely,
[Your Name]