

[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 [specific position title] at [Company's Name] as advertised [where you found the job listing]. I am a recent graduate with a degree in [Your Degree] from [Your University], and I am eager to start my career in [Industry/Field].

During my academic journey, I developed strong skills in [relevant skills related to the job]. I completed [mention any relevant projects, internships, or experiences], which provided me with a practical understanding of [related knowledge or skills]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values].

I believe my background in [specific experience or skill] and my passion for [Industry/Field] align well with the goals of your team. I am excited about the opportunity to contribute to [Company's Name] and to grow professionally in such an innovative environment.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and interests could align with the needs of your team. Please find my resume attached for your review.

Sincerely,

[Your Name]
[Attachment: Resume]