

[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 [specific position title] at [Company's Name] as advertised on [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 apply my skills in a junior role within your esteemed company.

During my academic career, I have developed a strong foundation in [relevant skills or experiences related to the job]. I completed an internship at [Previous Company/Organization], where I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with practical skills and a passion for [industry or field].

I am particularly drawn to this opportunity at [Company's Name] because of [specific reason related to the company or its projects]. I admire [something noteworthy about the company's values, mission, or work], and I believe my background in [your relevant skills] aligns well with your team's goals.

I have attached my resume for your review. I would be delighted to discuss how my background, skills, and enthusiasms align with the needs of your team. Additionally, I am providing references who can speak to my qualifications and work ethic:

1. [Reference Name]
[Reference's Position]
[Reference's Company]
[Reference's Email Address]
[Reference's Phone Number]
2. [Reference Name]
[Reference's Position]
[Reference's Company]
[Reference's Email Address]
[Reference's Phone Number]

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

Sincerely,
[Your Name]