

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]

[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised [where you found the job listing].

I am a recent graduate from [Your University] with a degree in [Your Degree]. During my studies, I gained valuable skills in [mention relevant skills or experiences].

I am particularly drawn to this position because [explain why you are interested in the job or company]. I believe my background in [mention relevant experiences or skills] aligns well with the requirements of the role.

I am eager to bring my skills in [mention specific skills] to [Company's Name] and contribute to [mention something specific about the company or team].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]