

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. As a recent graduate with a degree in [Your Degree] and relevant experience in [Related Experience/Skills], I am enthusiastic about the opportunity to contribute to your team.

During my time at [University/College Name], I developed strong [Skill 1], [Skill 2], and [Skill 3] skills through [Describe Relevant Experience or Coursework]. [Include a specific example or project that demonstrates your skills]. I am particularly drawn to [Company's Name/Project/Value] because [Explain Why You Want to Work There].

I am eager to bring my skills in [Key Skills] to [Company Name] and learn from the talented professionals in your organization. I am confident that my passion and dedication would make me a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,

[Your Name]

****Tips:****

1. Personalize the letter with the employer's name and company.
2. Highlight relevant skills and experiences.
3. Show enthusiasm for the company and role.
4. Keep it concise and professional.
5. Proofread for spelling and grammar errors.