

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and knowledge in a professional setting. During my time at [Your University], I [mention any relevant experience, internships, projects, or coursework]. This experience honed my abilities in [relevant skills or technologies related to the job], which I believe will allow me to contribute effectively to your team.

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 [mention how you hope to contribute to the company or team].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] in more detail. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,
[Your Name]