

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

Dear [Employer's Name or Hiring Manager],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised on [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and passion for [Industry/Field] in an entry-level role at your esteemed company.

During my time at [Your University/Program], I gained valuable experience in [relevant coursework, projects, or internships]. This helped me develop skills in [specific skills related to the job], which I believe would be beneficial for the [Job Title] position. Additionally, my [mention any relevant volunteer work, extracurricular activities, or part-time jobs] has equipped me with [mention transferable skills]. I am particularly drawn to [Company's Name] because [mention any specific reasons related to the company or its values]. I admire [specific projects, achievements, or values of the company] and would love the opportunity to contribute to such an innovative team.

Thank you for considering my application. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. I can be reached at [Your Phone Number] or [Your Email Address] to arrange a convenient time for an interview.

Sincerely,  
[Your Name]