

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name]. With my educational background in [Your Field/Area of Study] and a strong desire to begin my career in [Industry/Field], I am excited about the opportunity to contribute to your team.

During my time at [Your University/College], I gained valuable knowledge in [Relevant Skills or Coursework]. My internship at [Previous Company or Internship Experience] allowed me to develop skills in [Specific Relevant Skills] that I believe will benefit [Company's Name]. I am particularly impressed by [something specific about the company or its projects] and I am eager to be part of such an innovative team.

I am a fast learner with a strong work ethic and the ability to adapt to new challenges. I thrive in collaborative environments and am excited about the prospect of working with and learning from seasoned professionals at [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the continued success of [Company's Name].

Sincerely,
[Your Name]