

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Junior [Job Title] position at [Company Name] as advertised on [where you found the job posting]. I am excited about the opportunity to contribute to your team and further develop my skills in this role.

As a recent graduate in [Your Degree] from [Your University], I have acquired a strong foundation in [relevant skills/knowledge related to the job]. Through my academic projects and internships, I have developed the following skills that I believe make me a good fit for this position:

1. \*\*[Skill 1]\*\*: Brief explanation of how you have used this skill in practice.
2. \*\*[Skill 2]\*\*: Example of a project or experience where this skill was applied.
3. \*\*[Skill 3]\*\*: Description of how you overcame challenges using this skill.

In addition to my technical abilities, I am a proactive learner and possess strong [soft skill, e.g., communication, teamwork] skills. I am eager to collaborate with others and contribute to innovative solutions at [Company Name].

I am excited about the possibility of joining your team and contributing to [specific project or value of the company]. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and passions align with the goals of [Company Name].

Sincerely,  
[Your Name]