

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

Dear [Recipient's Name],

I am writing to express my interest in the Junior [Specific Role Title] position at [Company's Name], as advertised [where you found the job listing, e.g., on your website, LinkedIn]. As a recent [Your Degree/Field] graduate with a strong passion for [relevant skills or industry], I am eager to contribute my skills and enthusiasm to your team.

During my time at [Your University/Previous Job/Internship], I gained valuable experience in [relevant skills or experiences that pertain to the job]. I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or role]. I believe my background in [relevant courses or experiences] has prepared me to excel in this role.

I am excited about the opportunity to work with [Company's Name] and to contribute to [specific project, goal, or value of the company]. I am confident that my dedication and eagerness to learn will make me a valuable member of your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name] in the Junior [Specific Role Title] position.

Sincerely,
[Your Name]