

****Template Example 1:****

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your 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 on [Where You Found the Job Posting]. As a recent graduate from [Your University/College] with a degree in [Your Degree], I am eager to begin my career in [Industry/Field].

During my studies, I developed strong [relevant skills or experiences relevant to the job], which I believe align well with the requirements of this position. [Mention any relevant internships, projects, or coursework].

I am particularly drawn to [Company's Name] because [specific reason related to company/mission/values]. I am excited about the opportunity to contribute to your team and further develop my skills in [specific area related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasm can be a match for [Company's Name].

Sincerely,
[Your Name]

****Template Example 2:****

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

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. As a recent graduate with a degree in [Your Degree] from [Your University/College], I am eager to bring my skills in [specific skill related to the job] to your esteemed team.

Through [internship or relevant experience], I gained hands-on experience in [relevant tasks or projects], which has prepared me to excel in this role. I am particularly impressed by [something specific about the company or its projects] and am motivated to contribute to such impactful work.

I am confident that my [mention any key soft skills or strengths] will allow me to thrive in the fast-paced environment at [Company's Name]. I

look forward to the opportunity to discuss how I can contribute to your team.

Thank you for your consideration.

Best regards,

[Your Name]