

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

Dear [Hiring Manager's Name],

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]. I recently graduated from [Your University/College] with a degree in [Your Degree], and I am eager to start my career in [Industry/Field]. During my time at [Your University/College], I gained valuable skills and experiences that I believe will contribute to the success of your team. [Mention any relevant experience, internships, or projects that relate to the job]. I am particularly drawn to this position because [Explain why you are interested in the company/role].

I am a highly motivated individual with strong [mention relevant skills or attributes] and a passion for [Industry/Field]. I am excited about the opportunity to contribute to [Company's Name] and learn from your talented team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]