

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer'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 listing]. I recently graduated from [Your University] with a degree in [Your Degree] and am eager to apply my skills in a professional setting.

During my studies, I gained valuable experience in [relevant skills or experiences], which I believe will enable me to contribute effectively to your team. [Include a specific example of a project or experience that relates to the job you are applying for].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I admire [specific aspect of the company] and would be excited to contribute to [mention how you can add value to the company].

Enclosed is my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]