

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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/College] with a degree in [Your Degree] and am eager to begin my professional career in [Industry/Field]. During my time at [Your University/College], I developed strong [mention relevant skills or experiences, e.g., analytical, teamwork, communication] skills through [mention any internships, projects, or extracurricular activities]. I am particularly attracted to [Company's Name] because of [mention something specific about the company or its values].

I am eager to bring my skills and passion for [Industry/Field] to your team. I am a quick learner and am always willing to take on new challenges. I believe that my enthusiasm and dedication will make me a valuable asset to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team at [Company's Name].

Sincerely,
[Your Name]