

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 entry-level [Job Title] position listed on [where you found the job posting]. With my recent graduation from [Your School/University] with a degree in [Your Degree], along with my [mention any relevant experience, skills, or internships], I am eager to contribute to [Company's Name].

During my academic career, I developed a strong foundation in [relevant skills or subjects related to the job]. My internship at [Previous Internship/Job] allowed me to gain hands-on experience in [specific skills or tasks], further enhancing my ability to [relate to job responsibilities].

I am particularly drawn to [Company's Name] because of [something notable about the company or its projects]. I admire [specific values or goals of the company], and I am excited about the opportunity to work within a team that [aligned with your career goals].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the success of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]