

[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 [Job Posting Source]. As a recent graduate in [Your Degree] from [Your University], I am eager to begin my career in [Industry/Field] and believe that my background in [Relevant Skills or Experience] makes me a strong candidate for this role.

During my time at [Your University or Previous Experience], I developed skills in [Skill 1], [Skill 2], and [Skill 3], which I believe align well with the requirements of the position. I am particularly drawn to [Company's Name] because of [Specific Reason Related to the Company or Position], and I am excited about the opportunity to contribute to your team.

I am a quick learner, detail-oriented, and enthusiastic about [Field/Industry]. I am confident that my ability to [Specific Ability or Trait] will enable me to make a positive impact at [Company's Name]. I am eager to learn and grow within your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my education and skills can contribute to the success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule an interview.

Sincerely,
[Your Name]