

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised on [where you found the job listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to contribute my skills and enthusiastic approach to your team. During my time at university, I completed several projects that enhanced my understanding of [relevant skills or experiences related to the job]. I also interned at [Previous Company or Internship], where I [describe a relevant responsibility or achievement]. This experience taught me [what you learned or how you grew], and I am excited to bring this knowledge to [Company Name].

I am particularly impressed by [mention something specific about the company or its projects], and I believe my background in [specific skills or tools] would make me a valuable asset to your team. I am passionate about [industry or field] and am eager to apply my skills in a dynamic environment.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]