

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a recent graduate from [University Name] with a degree in [Your Degree]. I am writing to express my interest in the [Job Title] position at [Company's Name].

During my time at university, I developed a strong foundation in [relevant skills or experiences], which I believe aligns well with the requirements of this position.

I have attached my resume for your review, and I would appreciate the opportunity to discuss how my background and skills could contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]