

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager'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 posting]. I recently graduated from [Your University/College] with a degree in [Your Degree], and I am eager to begin my career in [Industry/Field]. During my studies, I gained valuable skills in [mention relevant skills or experiences related to the job]. Additionally, my internship at [Previous Company/Organization] allowed me to [describe a relevant experience or responsibility]. This experience has equipped me with a solid foundation in [specific skills or knowledge], which I believe will be beneficial in the [Job Title] role.

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I admire [Company's achievements or values] and am excited about the opportunity to contribute to your team while growing professionally.

I am enthusiastic about the potential to bring my background in [Your Field] and my passion for [relevant interest related to the company] to [Company's Name]. I believe my proactive approach and eagerness to learn make me a strong candidate for this opportunity.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]