

[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 [Where You Found the Job Posting]. I recently graduated from [Your School/University] with a degree in [Your Degree], and I am eager to apply my skills and passion for [Industry/Field] in a professional setting.

During my time at [Your School/University], I gained valuable experience through [Internships/Projects/Volunteer Work] where I [Describe relevant experience or skills gained]. This experience honed my abilities in [Specific Skills or Technologies], which I believe will be beneficial for the [Job Title] role.

I am particularly drawn to [Company's Name] because [Reason you admire the company]. I am excited about the opportunity to contribute to [Specific Team or Project] and learn from the talented professionals at your organization.

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

Sincerely,  
[Your Name]