

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and knowledge in a professional setting.

During my studies, I completed various projects that taught me [relevant skills or experiences related to the job]. Additionally, my internship experience at [Previous Company/Internship] allowed me to [mention relevant experience or achievements]. I am particularly drawn to this position because [specific reason related to the company or role].

I am enthusiastic about the opportunity to contribute to [specific projects or values of the company]. I am confident that my [skills or qualities] would make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Sincerely,
[Your Name]