

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 listed on [Where You Found the Job Posting]. As a recent graduate from [Your University/College] with a degree in [Your Degree], I am eager to start my career and believe I can make a valuable contribution to your team at [Company's Name].

During my time at [Your University/College], I developed skills in [relevant skills or experiences]. My internship at [Previous Internship/Job] allowed me to [briefly describe relevant experience or responsibilities]. I am particularly drawn to this position because [mention what you find appealing about the company/role].

I am a motivated individual with a strong willingness to learn and adapt. I am confident that my [mention any specific traits or skills that are relevant] would be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team.

Sincerely,
[Your Name]