

[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 listed at [Company's Name] as advertised on [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am excited about the opportunity to contribute my skills and enthusiasm to your team.

During my time at [Your University], I gained valuable experience in [relevant skills or experiences related to the job], which I believe has equipped me with the tools necessary for success in this role. In addition, my internships at [Internship Companies] provided me with hands-on experience in [relevant tasks or responsibilities], allowing me to hone my skills in [specific skills related to the job].

I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I admire your commitment to [mention any relevant company achievements or values] and am eager to be a part of such an innovative team.

Enclosed is my resume, which provides further detail about my educational background and professional experience. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name] as part of your team. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,
[Your Name]