

[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 at [Company's Name] as advertised on [Where You Found the Job Posting]. I am a recent graduate from [Your University/College] with a degree in [Your Degree] and I am excited about the opportunity to contribute to your team.

During my time at [Your University/College], I gained valuable experience in [Relevant Experience or Skills]. I completed an internship at [Previous Company/Organization] where I [Describe a specific task or achievement]. This experience taught me [What You Learned or Skills Acquired].

I am particularly drawn to [Company's Name] because [Something Specific About the Company or Its Values]. I believe my background in [Your Field/Skills] aligns well with the goals of your team.

I am enthusiastic about the opportunity to bring my unique talents to [Company's Name]. I look forward to the possibility of discussing how I can contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]