

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. As a recent graduate from [Your College/University] with a degree in [Your Degree], I am excited about the opportunity to apply my skills and knowledge in a dynamic environment.

During my time at [Your College/University], I completed [mention any relevant coursework, internships, or projects]. This experience has equipped me with [specific skills or knowledge relevant to the job]. Additionally, my role as [any relevant position, e.g., intern, club leader, etc.] allowed me to [mention specific achievements or skills developed].

I am particularly drawn to [Company Name] because of [reason related to the company's values, mission, or work]. I admire [specific project or value], and I believe my background in [Your Area of Expertise] aligns well with the goals of your team.

I am eager to bring my [specific skills or qualities] to [Company Name] and contribute to [mention any specific goals or projects of the company]. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can be an asset to your team.

Thank you for considering my application. I hope to discuss my application further in an interview. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]