

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

Introduction:

- State the position you are applying for.
- Briefly introduce yourself as a recent graduate.
- Mention how you learned about the opportunity.

Body Paragraph 1:

- Highlight your educational background, including your degree and relevant coursework.
- Discuss any internships or projects that relate to the role.

Body Paragraph 2:

- Emphasize key skills and experiences that make you a strong candidate.
- Provide examples of teamwork, leadership, or unique experiences.

Body Paragraph 3:

- Connect your goals and interests to the company's mission or values.
- Express your enthusiasm for the role and the company.

Conclusion:

- Thank the employer for considering your application.
- Express your desire for an interview to discuss your qualifications further.
- Provide your contact information once more.

Sincerely,

[Your Name]