

[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]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to apply my skills and knowledge in a practical setting and contribute to your team's success.

During my time at [Your University/Previous Experience], I [mention any relevant experience, internships, or projects]. This experience taught me [skills or lessons learned relevant to the job], which I believe will be an asset in the [Job Title] role at [Company's Name].

I am particularly drawn to this position because [mention a specific reason related to the company or job that excites you]. I admire [Company's Name] because [mention something notable about the company's values, projects, or culture], and I am enthusiastic about potentially being a part of such an innovative team.

I am confident that my enthusiasm, dedication, and eagerness to learn make me a perfect fit for your team. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]