

[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 at [Company's Name] as advertised on [where you found the job listing]. Although I am a recent graduate with limited professional experience, I am eager to contribute to your team and am confident that my skills and enthusiasm align well with the role.

During my time at [University/College Name], I [mention relevant coursework, projects, or extracurricular activities that are applicable to the job]. These experiences have equipped me with [specific skills or knowledge related to the job]. For example, [give a specific example of a relevant experience or skill].

I am particularly drawn to this role at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I admire [something about the company culture, values or recent projects] and would be thrilled to bring my background in [your field/skill] to your team.

I am excited about the opportunity to develop my skills and make a positive contribution at [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing how I can support your team and contribute to your initiatives.

Sincerely,
[Your Name]