

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

Dear [Hiring Manager'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 [Your Degree] graduate from [Your University], I am eager to leverage my skills and passion for [Industry/Field] to contribute to your team.

During my academic career, I gained experience in [Relevant Experience or Skills], which aligns well with the responsibilities of this role. Additionally, I have completed [Internships/Projects/Volunteer Work], where I developed my abilities in [Related Skills]. I am particularly drawn to this position at [Company's Name] because of [Something Specific About the Company or Role].

I am eager to bring my strong [Specific Skill or Quality] and [Another Skill or Quality] to [Company's Name] and am excited about the opportunity to grow and learn alongside your talented team. I am confident that my enthusiasm and dedication will allow me to make a positive impact at your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a conversation.

Sincerely,
[Your Name]