

[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 listed on [Where You Found the Job Posting]. As a recent graduate of [Your School/University] with a degree in [Your Degree], I am eager to launch my career at [Company's Name] and contribute to your team with my skills and enthusiasm.

During my time at [Your School/University], I gained relevant experience through [Internships, Part-time Jobs, or Class Projects]. Specifically, I [describe a relevant project or experience that highlights your skills]. This experience has equipped me with a strong [skill related to job description] and a passion for [industry or field].

I am particularly attracted to this position at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I am excited about the opportunity to [contribute to a specific project or aspect of the company].

I am a motivated and enthusiastic individual who is ready to learn and grow in a challenging environment. I am confident that my dedication and willingness to take initiative make me a strong candidate for this role. Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]