

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name]. As a recent [Your Degree or Field of Study] graduate from [Your University or School], I am excited about the opportunity to apply my skills and passion for [Industry/Field Related to Job] in a professional setting.

During my time at [Your University or School], I developed a strong foundation in [Relevant Skills or Subjects], which I believe aligns well with the requirements of this role. I completed [specific project or experience] where I [describe what you did and what you learned]. This experience taught me [mention key takeaway or skill gained], which I am eager to bring to your team.

I am particularly impressed by [mention something specific about the company or its projects] and am excited about the prospect of contributing to such innovative work. I have a strong work ethic and the ability to learn quickly, qualities I believe will serve me well in the fast-paced environment at [Company's Name].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and enthusiasm for [Industry/Field] can benefit [Company's Name]. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]