

[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 listed on [Where You Found the Job Posting]. As a recent [Your Degree] graduate from [Your University] with a strong passion for [Industry or Field], I am eager to contribute my skills and enthusiasm to [Company's Name]. During my time at [Your University], I gained valuable experience through [Internships, Projects, or Relevant Coursework]. I developed [Specific Skills or Experience Related to the Job], which I believe would make me a great fit for this role.

I admire [Company's Name] for [Something Specific About the Company or Its Values], and I am excited about the opportunity to work with a team that [How You Can Contribute to the Company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team.

Sincerely,
[Your Name]