

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 at [Where You Found the Job Posting]. As a recent graduate from [Your School/University] with a degree in [Your Degree], I am eager to apply my skills and enthusiasm to contribute to your team at [Company's Name]. During my time at [Your School/University], I developed strong [relevant skills/qualities] through [mention any relevant projects, internships, or volunteer work]. These experiences have not only equipped me with the necessary skills but also ignited my passion for [industry/field related to the job].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the opportunity to learn and grow with your team while contributing to [specific goals or projects of the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name] and bring value to your team.

Sincerely,  
[Your Name]