

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name]. As a recent [Your Degree] graduate from [Your University/College], I am eager to embark on my career and contribute to your team with my skills and enthusiasm.

During my time at [Your University/College], I honed my skills in [Relevant Skills or Experiences], which I believe align well with the requirements of this role. [Include any relevant internships, volunteer experiences, or projects that demonstrate your qualifications.]

I am particularly drawn to [Company's Name] because [Explain why you are interested in the company or its mission]. I am excited about the possibility of working with such a talented team and contributing to [Specific Goals or Projects related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can be a valuable asset to [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]