

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your 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 at [Company's Name] as advertised on [Where You Found the Job Listing]. As a recent [Your Degree] graduate from [Your University] with a strong passion for [Industry/Field], I am excited about the opportunity to contribute my skills and enthusiasm to your team.

During my time at [Your University], I developed a solid foundation in [Relevant Skills or Subjects], which I believe aligns with the requirements of this role. In addition, my [Internship/Volunteer Experience] at [Previous Company/Organization] allowed me to gain practical experience in [Specific Task or Skill Related to the Job], where I [Describe What You Did and Any Achievements].

I am particularly drawn to [Company's Name] because of [Something Specific About the Company or Its Values/Projects]. I admire [Mention any Specific Project or Value that Resonates with You], and I am eager to bring my background in [Your Skills or Experience Relevant to the Company's Needs] to your team.

I am excited about the possibility of discussing how my education and experiences will be beneficial to [Company's Name]. Thank you for considering my application. I hope to contribute to your team and learn from the exceptional work being done at [Company's Name].

Sincerely,  
[Your Name]