

[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 Posting]. As a recent [Your Degree or Major] graduate from [Your University], I am eager to apply my skills and enthusiasm to contribute to your team.

During my studies, I have developed [mention relevant skills or experiences], which I believe will be beneficial for the [Job Title] role. [Provide a brief example of a relevant project or experience].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its mission]. I admire [specific qualities or achievements of the company] and I am excited about the opportunity to contribute to such an innovative environment.

Thank you for considering my application. I am looking forward to the possibility of discussing how I can contribute to your team. I can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]