

[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 at [Company's Name] as advertised on [where you found the job listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and knowledge in a dynamic work environment. During my time at [University Name], I gained valuable experience through [mention relevant coursework, internships, or projects]. I developed skills in [specific skills related to the job], which I believe will be beneficial for this position.

I am particularly impressed by [specific aspect of the company or its projects], and I am excited about the opportunity to contribute to your team. I am a fast learner, a team player, and I possess strong [mention additional relevant qualities or skills].

I have attached my resume for your review, and I hope to discuss my application in further detail. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]