

[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 posting]. I recently graduated from [Your University/College] with a degree in [Your Degree], and I am eager to apply my skills and enthusiasm to your team. During my time at [Your University/College], I gained valuable experience through [mention any internships, volunteer work, or relevant projects]. I developed strong [mention specific skills relevant to the job, e.g., communication, analytical, etc.] skills that I believe make me a great fit for this position.

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or role that interests you]. I am excited about the possibility of contributing to your team and helping [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to discussing how my background, skills, and enthusiasm can contribute to the success of [Company's Name]. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]