

[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 at [Company's Name] as advertised on [where you found the job listing]. I am a recent graduate from [Your University/College] with a degree in [Your Degree] and am eager to begin my career in [Industry/Field].

During my time at [Your University/College], I gained valuable skills in [relevant skills or experiences related to the job]. I also completed an internship at [Internship Company/Organization], where I [describe a relevant achievement or responsibility]. This experience has equipped me with a strong foundation in [specific skills relevant to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I admire [company's value, project, or initiative], and I am excited about the opportunity to contribute to your team.

I am a dedicated and enthusiastic individual, and I am confident in my ability to quickly learn and adapt to new challenges. I look forward to the possibility of discussing how my background, skills, and passions align with the goals of [Company's Name].

Thank you for considering my application. I hope to have the opportunity to speak with you soon.

Sincerely,
[Your Name]