

[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 with a degree in [Your Degree] from [Your University], I am eager to apply my skills and enthusiasm to contribute positively to your team.

During my time at [Your University], I gained valuable experience through [internships, relevant coursework, projects, extracurricular activities] that have prepared me for a role in [specific industry or field]. I developed skills in [specific skills related to the job], and I am particularly drawn to [Company's Name] because of [specific reason related to the company or their mission].

I am excited about the opportunity to bring my background in [mention relevant experience or skills] to [Company's Name] and contribute to [specific project or goal related to the company]. I believe my [mention personal quality or skill] would make me a great fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]