

[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 listed at [Where You Found the Job Posting]. As a recent graduate from [Your University/College] with a degree in [Your Degree], I am eager to apply my knowledge and skills in a challenging environment like [Company's Name].

During my time at [Your University/College], I [mention any relevant experience, projects, or skills that relate to the job]. This experience has equipped me with a strong foundation in [mention relevant skills/knowledge].

I am particularly drawn to this position because [give a reason related to the company or role]. I believe my background and enthusiasm will enable me to contribute effectively to your team.

I am excited about the opportunity to bring my unique skills to [Company's Name] and am looking forward to the possibility of discussing my application in further detail. Thank you for considering my application.

Sincerely,
[Your Name]