

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position as advertised on [where you found the job posting]. As a recent graduate from [Your University/College] with a degree in [Your Degree], I am eager to begin my professional career with [Company Name] and am confident that my educational background and dedication would make me a valuable addition to your team.

Through my academic journey, I have developed strong skills in [relevant skills or subject areas], as well as the ability to work collaboratively and adapt quickly to new challenges. My coursework and project experiences have allowed me to gain practical knowledge and hands-on experience in [mention any specific skill or tool relevant to the job], further preparing me for a dynamic work environment like yours.

I am particularly drawn to [Company Name] because of your commitment to [mention something notable about the company or its values/goals]. I am enthusiastic about the opportunity to contribute my ideas, learn from experienced professionals, and grow within your organization.

Please find my resume attached for your consideration. I would welcome the chance to discuss how my background and skills can benefit [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,  
[Your Name]