

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. As a recent graduate from [Your University], with a degree in [Your Degree/Major], I am eager to apply my academic background, skills, and enthusiasm to contribute to your team.

During my studies, I gained a strong foundation in [relevant coursework or skills], and completed projects such as [briefly mention a relevant project, internship, or experience]. These experiences have equipped me with valuable skills in [mention specific skills related to the position, such as communication, teamwork, problem-solving, etc.].

I am particularly drawn to [Company Name] because of [mention something specific about the company or its values/products/services that excites you]. I am confident that my fresh perspective, adaptability, and eagerness to learn will enable me to quickly become an effective member of your team.

Please find my resume attached for your review. I would welcome the opportunity to further discuss how my background and skills make me a strong candidate for the [Job Title] position. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am available at your convenience for an interview.

Sincerely,
[Your Name]