

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Company Name], as advertised on [Job Board/Company Website]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to contribute my skills and enthusiasm to your dynamic team.

During my academic career, I developed a strong foundation in [Relevant Skills or Coursework], as well as hands-on experience through internships and group projects. I am highly motivated, detail-oriented, and a quick learner, capable of adapting to new environments and challenges. I am particularly drawn to [Company Name] because of [specific reason related to the company or its values/mission].

Regarding compensation, based on my research and understanding of entry-level roles in this industry and region, I am seeking a starting salary in the range of[\$X,000 – \$Y,000], which I believe is reflective of the responsibilities and expectations for this position. Of course, I am open to discussing this further and am flexible based on the overall compensation package and opportunities for growth at [Company Name].

I am excited about the prospect of contributing to your team and am confident that my proactive attitude and foundational knowledge make me a strong fit for this opportunity. I look forward to the possibility of discussing my application in more detail. Thank you for your time and consideration.

Sincerely,
[Your Name]