

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the posting]. I was excited to learn about this opportunity through [Referral Name], who is currently a [Referral's Position] at your organization. [Referral Name] spoke highly of [Company Name]'s innovative culture and encouraged me to apply, believing my academic background and passion for [industry/field] would be a great fit for your team.

I recently graduated from [Your University] with a degree in [Your Major], where I developed a strong foundation in [relevant skills or subjects]. Throughout my academic career, I actively participated in [related coursework, research projects, or extracurricular activities], which allowed me to gain hands-on experience in [specific area]. My [mention an achievement, relevant internship, or project] further enhanced my ability to [key skill or responsibility].

My connection with [Referral Name] has given me valuable insights into the work environment and core values at [Company Name]. I am enthusiastic about the prospect of contributing my skills and eagerness to learn as part of your team. I am confident that my academic achievements and practical experience will allow me to add value to [Company Name].

Thank you for considering my application. I would welcome the opportunity to discuss further how my background, skills, and the recommendation from [Referral Name] align with your needs. Please find my resume attached for more details. I look forward to the possibility of contributing to [Company Name]'s continued success.

Sincerely,
[Your Name]