

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Your Email]  
[Your 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 job posting]. I recently graduated from [Your School/University] with a degree in [Your Degree], and I am eager to begin my career in [Industry/Field].

During my academic years, I developed skills in [relevant skills or experiences]. My experience with [project, internship, or coursework] has provided me with a solid foundation for this role. I am particularly drawn to [Company Name] because of [something you admire about the company or its values].

I am confident that my eagerness to learn, combined with my background in [relevant subject or skill], will allow me to make valuable contributions to your team. I would welcome the opportunity to discuss how my skills and enthusiasm align with the needs of your organization.

Thank you for your time and consideration.  
Sincerely,

[Your Name]