

[Your Name]

[Your Address]

[City, State ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State ZIP]

[Salutation: Dear [Recipient Name/Title],]

I am writing to express my interest in the [Job Title] position at [Company Name]. As a recent graduate with strong academic achievements and a keen desire to begin my career, I am enthusiastic about the opportunity to contribute to your team.

My background in [Your Field or Major] has provided me with foundational skills and a passion for learning. I am confident that my attention to detail, adaptability, and work ethic make me a strong candidate for this entry-level role.

I am eager to further discuss how I can be an asset to [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]