

[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]. As a recent graduate with a strong academic background in [Degree/Major] from [Your University] and a keen interest in [Relevant Field/Industry], I am eager to bring my skills and enthusiasm to your team.

Through my coursework and internships, I have developed a solid foundation in [Key Skills Relevant to the Role], and I am confident that my quick learning ability and dedication will allow me to contribute positively to [Company Name]. I am particularly drawn to your company because of [specific reason related to the company and/or its values/projects].

I would welcome the opportunity to discuss how my background, skills, and interests align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,

[Your Name]