

Your Name

Address Line 1

Address Line 2

City, State ZIP

Email: your.email@example.com

Phone: (000) 000-0000

Month Day, Year

Recipient Name

Job Title

Company Name

Company Address Line 1

Company Address Line 2

City, State ZIP

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] at [Company Name]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and enthusiasm to contribute to your team.

[Briefly describe your qualifications, relevant experience, or key skills. Highlight your motivation and suitability for the role.]

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background and strengths can benefit [Company Name].

Sincerely,

Your Name