

# Application for Position at [Company Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Hiring Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Hiring Manager,

I am writing to express my interest in the [Position Title] at [Company Name] as advertised on [where you found the job listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am excited about the opportunity to apply my skills in a dynamic and innovative environment.

During my studies, I developed a strong foundation in [relevant skills/technologies], and completed projects that involved [briefly describe relevant projects or experiences]. My internship at [Previous Company] further enhanced my abilities in [specific skills or technologies], allowing me to gain hands-on experience in the tech industry.

What excites me most about [Company Name] is [something specific about the company or its products]. I am impressed by [specific project, value, or mission], and I believe my background in [relevant skills/experiences] makes me a perfect fit for your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and interests align with the needs of your team. I am available at your earliest convenience for a conversation.

Sincerely,

[Your Name]