

Application for [Position Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Position Title] position listed on [where you found the job listing]. I recently graduated from [Your University] with a degree in [Your Degree] and am eager to start my professional career in [Industry/Field].

During my time at university, I completed [any relevant coursework, internships, or projects], which provided me with a solid foundation in [relevant skills]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values].

I am eager to contribute my skills and enthusiasm to your team and learn from experienced professionals in the industry. I am confident that my background and passion for [Industry/Field] make me a suitable candidate for this position.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] and support your team's goals.

Sincerely,

[Your Name]