

# Application for [Job Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to bring my skills and enthusiasm to [Company Name].

During my time at [Your University], I gained valuable experience through [mention any internships, projects, or relevant activities]. I have developed a strong foundation in [related skills or knowledge relevant to the job]. My background has equipped me with the ability to [mention key abilities or accomplishments related to the position].

I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company or role]. I am excited about the opportunity to contribute my skills and learn from the talented team at [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for your review.

Sincerely,

[Your Name]