

Application for Full-Time Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name]. As a recent graduate from [Your College/University] with a degree in [Your Major], I am eager to apply my skills and knowledge in a full-time role within your esteemed organization.

During my time at [Your College/University], I gained valuable experience in [relevant experiences or skills related to the job], which I believe will be beneficial for the [Job Title] role at [Company's Name]. I am particularly drawn to this position because [specific reason related to the company's mission, values, or projects].

I am excited about the opportunity to contribute to your team and help [Company's Name] achieve its goals. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]