

Your Name
Your Address
City, State, Zip Code
Email Address
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 on [Where You Found the Job Posting]. I am a recent graduate from [Your University] with a degree in [Your Degree] and a strong passion for [Field/Industry]. I believe my academic background and internship experience make me a suitable candidate for this role.

During my time at [Your University], I completed an internship at [Previous Company/Organization], where I gained valuable skills in [Relevant Skills or Experience]. I am particularly skilled in [Specific Skill Related to the Job] and am eager to apply my knowledge to contribute to your team at [Company Name].

I am excited about the opportunity to work at [Company Name] and am confident that my enthusiasm and dedication will be an asset to your team. I look forward to discussing how my background, skills, and interests align with the goals of your organization.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,
Your Name