

Job Application

[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 [Job Title] position at [Company's 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 eager to apply my skills and knowledge in a professional setting.

During my time at [Your University], I completed [mention any relevant coursework, projects, or internships]. This experience has equipped me with [mention relevant skills or experiences related to the job]. I am particularly drawn to [Company's Name] because [mention what you admire about the company or how it aligns with your career goals].

I am confident that my enthusiasm and commitment will contribute positively to your team. I would love the opportunity to further discuss how my background and skills align with the needs of your organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]