

# Job Proposal Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am writing to propose my candidacy for the [Job Title] position at [Company's Name]. As a recent graduate with [Your Degree or Major] from [Your University], I am eager to bring my skills and enthusiasm to your team.

During my studies, I developed a strong foundation in [Relevant Skills or Knowledge]. I also completed an internship at [Previous Company/Experience], where I [Describe a Key Task or Accomplishment]. This experience has prepared me to contribute meaningfully to your organization.

I am particularly drawn to [Company's Name] because [Reason for Interest in the Company]. I believe my [Specific Skills or Attributes] align well with your team's goals and values.

I would appreciate the opportunity to discuss my application further and explore how I can contribute to your team. Thank you for considering my proposal. I look forward to your positive response.

Sincerely,  
[Your Name]