

[Your Full Name]

[Address, City, State, Zip]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Last Name or Hiring Committee],

Introduction: I am writing to express my interest in the [Job Title] position at [Company Name], as advertised through [University Career Network/Portal]. As a recent graduate from [University Name] with a degree in [Major], I have developed a strong foundation in [Key Skill 1] and [Key Skill 2] that aligns with your team's objectives.

Education & Core Competencies: During my academic tenure, I maintained a [GPA] and focused my research on [Specific Topic]. My coursework in [Course A] and [Course B] provided me with technical proficiency in [Tool/Software]. Through [Senior Project/Thesis], I successfully [Action/Result], demonstrating my ability to analyze complex data and collaborate in fast-paced environments.

Relevant Experience: As an intern at [Previous Organization], I supported the [Department] by [Task/Responsibility]. This experience allowed me to refine my [Soft Skill, e.g., communication or leadership] and contributed to a [Percentage/Outcome] improvement in [Specific Process]. I am eager to apply this practical knowledge to help [Company Name] achieve its goals regarding [Specific Company Project or Value].

Conclusion: I am impressed by [Company Name]'s commitment to [Company Value/Industry Innovation] and would welcome the opportunity to discuss how my background as a motivated entry-level professional can benefit your department. Thank you for your time and consideration.

Sincerely,

[Your Signature (if hard copy)]

[Your Typed Name]