

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised through the [University Name] Career Network. As a recent graduate with a degree in [Degree Name], I have developed a strong foundation in [Key Skill 1] and [Key Skill 2] which I am eager to apply within your esteemed team.

During my time at [University Name], I maintained a [GPA] while balancing rigorous coursework and extracurricular involvements. Specifically, my experience with [Project/Internship/Volunteer Role] allowed me to hone my abilities in [Specific Skill]. This experience taught me the importance of [Soft Skill, e.g., collaboration/time management] in a professional environment, and I am confident these attributes will allow me to contribute effectively to [Company Name].

What draws me to [Company Name] is your reputation for [Specific Company Value or Recent Achievement]. I am particularly impressed by your commitment to [Industry Trend/Project] and am eager to bring my fresh perspective and dedicated work ethic to help achieve your organizational goals.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my academic background and skills align with the needs of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]