[Your Name]

[City, State] · [Phone] · [Email]

[Date]

[Hiring Manager's Name]
[Company Name]
[City, State]

Dear [Hiring Manager's Name],

I'm excited to apply for the [Job Title] position at [Company]. As a [recent graduate / student / first-time job seeker] with [a strong interest in (field) / skills in (skill) and (skill)], I'm eager to start my career with a team known for [something specific about the company].

Although this would be my first [full-time / professional] role, I've built relevant skills through [school, projects, volunteering or part-time work]. For example, [specific story: what you did, the skill it shows and the result].

I'm also [a quality the job requires, e.g. dependable and quick to learn]. [Brief example: In my two years at (job / club), I (achievement).] I'm confident these strengths would help me contribute quickly at [Company].

Thank you for considering my application. I would love the chance to learn more about the role and show you what I can bring to your team.

Sincerely,

[Your Name]