**John Doe**

Junior Employee

Phone: 123-456-7890

Email: john\_doe@email.com

New-York, NY, USA, 1234567

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position at [Company Name]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to contribute to your team and develop my skills in [industry/field].

In my previous role as a [Previous Job Title] at [Previous Company], I gained hands-on experience in [specific tasks or responsibilities relevant to the job]. I successfully [specific achievement or responsibility], which taught me the importance of [related skill or quality]. These experiences have prepared me well for the [Job Title] position.

I am particularly drawn to [Company Name] because of its [specific reason related to the company, such as its mission, values, or recent projects]. I am excited about the prospect of working in an environment that values [specific value or aspect of the company culture] and contributing to [specific project or goal relevant to the job].

I am confident that my [relevant skills or qualities] and my dedication to [related field or industry] will allow me to make a meaningful impact at [Company Name]. I look forward to discussing how my background and skills align with your team's goals.

Thank you for considering my application. Please feel free to contact me at 123-456-7890 or via email at john\_doe@email.com to schedule an interview.

Sincerely,

John Doe