[Subject line: Your name – Job title, reference number for job listing if applicable]

Dear [hiring manager's first and last name or “Hiring Managers”],

I came across the [job title] position you currently have available at [company name]. I found this listing on [where you found the job listing] and feel that I am a great fit for it after reading the job description and requirements.

I am a recent graduate from [your college or university] with a [your latest qualification title. E.g.: Bachelor’s in Engineering]. I am eager to put my knowledge and experience to work in a well-known company such as yours. I have participated in several internships with companies throughout the city and have gained the necessary skills to be successful in my first in-house [job title] role.

Attached you will find my cover letter, resume [and anything additional you want to showcase to your potential employer. E.g.: portfolio, samples] for your consideration. Please do not hesitate to reach out if you would like additional information.

Thank you so much for your time and consideration for this position, and I look forward to hearing from you soon.

Sincerely,

[Name]

[Contact Number]

[Contact Email]