**Your Name**

(555) 555-5555

[xxxxx@gmail.com](mailto:xxxxx@gmail.com)

LinkedIn.com/in/YourName

Month Day, Year

Mr./Ms./Dr. Firstname Lastname

Title

Company Name

Address

City, ST Zip

Dear Mr./Ms./Dr. Lastname,

I am pleased to apply for the [position title] position at [company name]. I am a recent college graduate with a degree in [degree name] and am excited to start my career in the [industry name] industry.

[2nd paragraph: This is where you sell yourself by stating your qualifications for the position. Use words and phrases from the job description when possible. This is likely the longest paragraph of your letter.]

Thank you for your consideration. I would love to meet with you to discuss my education, skills, experience, and qualifications for the position of [position title]. If you have any questions, please feel free to contact me. I look forward to speaking with you soon.

Sincerely,

Your name