[Your Address]

[City, State]

[Date]

The HR Manager

[Company Name]

[Company Address]

Dear Sir/Madam,

APPLICATION FOR THE POSITION OF [JOB TITLE]

I am writing to apply for the position of [Job Title] as advertised on [Job Platform/Newspaper]. I am a recent graduate of [Your School], where I studied [Your Course].

I believe I am a strong fit for this role because of my passion for [Field] and my strong skills in [mention relevant skill]. I am a fast learner, team player, and eager to contribute positively to your organization.

I have attached my CV for your review and would welcome the opportunity to discuss how I can be of value to your team.

Thank you for considering my application.

Yours sincerely,

[Your Name]