

New message

To: hiring.manager@company.com

Subject: 'Job application' – Job title, Job ID (if applicable) — Your Name

Dear **[Hiring Manager's Name]**

I am very interested in applying for the **[position]** opportunity and joining your team at **[name of the company]**. Please find attached my resume and cover letter for your consideration.

I recently graduated from **[university]**, where I completed a **[degree]**. During my studies I have **[relevant internships, relevant modules, accomplishments, achievements, major success]**. I am eager to apply my skills and knowledge to an inspiring organization where I can make a meaningful contribution.

Thank you very much for reviewing my application. I look forward to hearing from you regarding next steps.

Yours sincerely,

[Your name]

[LinkedIn profile]

[Email address]

[Phone number]