Dear Sir/ Madam,

My name is **{mention name}**and I’m a recent graduate from the **{mention university}**. I’ve come to know about the job vacancy in your company for the position of {mention job position} through LinkedIn. I’m interested to apply for that position and am confident that I have the skills and knowledge which are required for a job position.

During my time at the {mention university}, I was involved in many social and sports events as well apart from the academic work. I have strong technical and communication skills that would be an asset. Although, I am a recent college graduate, my skills, maturity level, and learning capabilities will make me an asset to your company.

I have enclosed my resume. I am thrilled and passionate to be a part of a **{mention company name}**and looking forward to an opportunity for an interview at your convenience. I appreciate your time and consideration.

Thanking You

Sincerely,

**{Your Name}**