

[Your Name]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Graduate application: [Role], [Your Name]

Dear [Hiring Manager],

I recently graduated with a [degree] in [major] from [University] ([GPA / scale]). For my graduation project, I [built / analyzed / designed] [project], which [result].

During [X] months of co-op training at [Organization], I [task] and supported [team], delivering [result]. This gave me hands-on experience with [Tool 1], [Tool 2], and [process].

Your graduate program asks for [skills from post]. I have used these in [projects/training], and I learn fast: I completed [online course/certificate] in [X] weeks while finishing my degree.

I am available immediately and would be grateful for the chance to interview.

Sincerely,

[Your Name]