

Job Application for Entry-Level Position

John Doe

123 Main Street

City, State, Zip Code

Email: john.doe@example.com

Phone: (123) 456-7890

Date: October 10, 2023

Hiring Manager

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the entry-level position at [Company Name] as advertised on [Where You Found the Job Listing]. I recently graduated from [Your University/College] with a degree in [Your Degree], and I am eager to apply my skills and knowledge to contribute to your team.

During my academic career, I developed strong [specific skills related to the job], and I completed an internship at [Previous Internship/Job] where I [brief description of responsibilities or achievements]. This experience taught me the importance of [relevant lesson] and solidified my desire to pursue a career in [Industry/Field].

I am particularly drawn to this position at [Company Name] because [specific reason related to the company/position]. I am impressed by [something notable about the company], and I believe my background in [specific skills or experiences] aligns well with the goals of your team.

Thank you for considering my application. I am excited about the opportunity to contribute to [Company Name] and am looking forward to the possibility of discussing my application in more detail. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

John Doe