

# Job Application for [Position Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Name] at [Company's Name] as advertised on [Where You Found the Job Listing]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to contribute my skills and enthusiasm to your team.

Although I do not have formal work experience, I have gained practical skills through my academic projects, internships, and volunteer work. [Mention any relevant projects, skills, or courses that relate to the job.] I am particularly proud of [specific achievement or project] which has equipped me with [specific skills related to the job].

I am drawn to [Company's Name] because [explain why you are interested in the company or role, relating to your career goals and values]. I am excited about the opportunity to learn from your talented team and contribute to [specific company goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can fit with the [Position Name] at [Company's Name].

Sincerely,

[Your Name]