

Cover Letter for Entry-Level Job Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. I recently graduated from [Your University/College] with a degree in [Your Degree], and I am excited about the opportunity to contribute to [Company Name].

During my academic career, I gained valuable skills in [relevant skills or experiences related to the job], and I completed an internship at [Internship Company] where I [describe relevant experience]. I am eager to bring my knowledge and passion for [industry or field] to your team.

I am particularly drawn to this position at [Company Name] because [specific reason related to the company or job role]. I admire [something about the company or its values], and I believe my background and enthusiasm would make me a great fit.

Enclosed with this letter is my resume, which provides more details about my education and experience. I look forward to the opportunity to discuss how I can contribute to the success of your team.

Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,

[Your Name]