

Job Application for Entry-Level Position

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 entry-level position in career development at [Company's Name], as advertised on [where you found the job listing]. With my recent degree in [Your Degree] from [Your University] and my passion for helping individuals achieve their professional goals, I am eager to contribute to your team.

Throughout my academic career, I have gained valuable skills in [relevant skills or coursework related to career development]. My internship experience at [Previous Internship/Job] allowed me to [describe a relevant responsibility or achievement], further solidifying my desire to pursue a career in this field.

I am particularly drawn to [Company's Name] because of [reason related to the company or its values]. I am excited about the opportunity to work alongside experienced professionals who are dedicated to fostering career growth.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for further details on my background.

Sincerely,
[Your Name]