

Job Application for Entry-Level Position

Your Name

Your Address

City, State, Zip Code

Email Address

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 entry-level [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [your field of study or relevant experience], I am excited about the opportunity to contribute to your team.

During my time at [Your University/College], I gained valuable skills in [mention specific skills or experiences relevant to the job]. I am particularly drawn to this position because [mention what excites you about the job or company].

I am a motivated and dedicated individual who is eager to learn and contribute to your organization. I believe my strong work ethic and commitment to excellence will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Your Name