

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the entry-level [Job Title] position at [Company's Name], as advertised on [where you found the job posting]. With a recent degree in [Your Degree] from [Your University] and a passion for [relevant field/industry], I am excited about the opportunity to contribute to your team.

Throughout my academic career, I have developed strong skills in [relevant skills or experiences related to the job]. For instance, during my internship at [Previous Internship/Job], I [describe a relevant task or responsibility that aligns with the job]. This experience taught me [what you learned and how it applies to the role].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that inspires you]. I am eager to bring my skills in [mention relevant skills] and my enthusiasm for [industry or field] to support [Company's goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my education and skills align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]