

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 BPO position at [Company's Name] as advertised on [where you found the job listing]. As a recent graduate from [Your University/College] with a degree in [Your Degree], I am eager to start my career in the Business Process Outsourcing (BPO) industry.

During my academic career, I developed strong communication skills and the ability to work effectively under pressure. I also completed an internship at [Internship Company Name], where I gained hands-on experience in customer service and learned the importance of delivering excellent service to clients.

I am particularly drawn to [Company's Name] because of your commitment to [specific aspect of the company or its values that you admire]. I believe that my passion for helping others, combined with my eagerness to learn and grow, makes me a suitable candidate for this position.

I am excited about the opportunity to contribute to your team and learn from the experienced staff at [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]