

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the entry-level position at [Company's Name], as advertised on [where you found the job listing]. With my strong communication skills and a passion for customer service, I am eager to contribute to your team and help deliver exceptional support to your clients.

I recently graduated from [Your School/University] with a [Your Degree], where I honed my skills in [related skills or coursework]. I believe my ability to [mention any relevant skills or experience, e.g., handle inquiries, resolve issues] makes me a great fit for this role.

I am particularly drawn to [Company's Name] because of [what you admire about the company or its values], and I am excited about the opportunity to work in an environment that values [a quality the company is known for, e.g., teamwork, customer satisfaction].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and enthusiasms align with the goals of [Company's Name].

Sincerely,
[Your Name]