

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 position at [Company Name], as advertised on [Where You Found the Job Listing]. With a strong background in [Your Field of Study or Relevant Experience] and a passion for [Relevant Passion or Goal], I am excited about the opportunity to contribute to your team.

During my time at [University/College/Previous Job], I gained valuable skills in [Specific Skills or Experiences Related to the Job]. I completed [Relevant Coursework/Projects/Internships] that provided me with a solid foundation in [Specific Knowledge or Tools Relevant to the Position]. My experiences have equipped me with the ability to [Describe Abilities Related to the Job].

I am particularly drawn to [Company Name] because [Reason You Want to Work There], and I admire [Specific Aspect of the Company or Its Culture]. I am eager to bring my enthusiasm and skills to [Company Name] and contribute to [Specific Goals or Projects of the Company].

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

Sincerely,  
[Your Name]