

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With my recent [degree or relevant experience], I am eager to contribute to your team and grow my skills in [specific skills relevant to the position].

During my time at [University/Previous Job], I gained valuable experience in [relevant skills or experiences]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I am excited about the opportunity to work with a team that values [specific company value or aspect].

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,  
[Your Name]