

[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 [Position Title] position at [Company's Name] as advertised on [where you found the job listing]. I recently graduated from [Your University] with a degree in [Your Degree] and am eager to apply my skills in a dynamic and innovative environment.

During my studies, I gained valuable knowledge in [relevant skills or subjects related to the job]. I also completed an internship at [Previous Company/Internship], where I [describe a relevant experience or responsibility]. This experience honed my [specific skills] and solidified my passion for [industry/field].

I am impressed by [Company's Name]'s commitment to [something notable about the company or its projects], and I am excited about the opportunity to contribute to your team. I believe my background and enthusiasm will allow me to provide value to your organization.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]