[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 Entry-Level IT position at [Company's Name] as advertised on [where you found the job listing]. With my educational background in [Your Degree] and hands-on experience through [internships, projects, or relevant coursework], I am eager to contribute to your team and support [Company's Name] in achieving its technology goals.
During my time at [Your University/College], I developed strong skills in [specific IT skills or technologies relevant to the job, e.g., network troubleshooting, software development, IT support]. I also completed a project where I [brief description of a relevant project or experience], which honed my ability to solve technical problems and work collaboratively.
I am particularly impressed by [something specific about the company or its projects/initiatives] and would love the opportunity to be part of such an innovative team. I am a quick learner, detail-oriented, and passionate about technology, and I am confident that I can bring value to [Company's Name].
Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for more details about my background. I hope to hear from you soon.
Sincerely,
[Your Name]
[Attachment: Resume]