

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 Title] position at [Company Name] as advertised on [where you found the job listing]. I recently graduated from [Your University/College] with a degree in [Your Degree] and am eager to begin my career in [Industry/Field].

During my time at [University/College], I gained valuable experience in [relevant skills or coursework related to the position]. I completed an internship at [Previous Company/Organization], where I [describe a relevant project or responsibility]. This experience helped me develop strong [specific skills] and a solid understanding of [industry/field]. I am particularly drawn to [Company Name] because of [something specific about the company or its mission]. I believe my skills in [mention relevant skills] and my dedication to [related interest or value] make me a fitting candidate for this role.

I am excited about the opportunity to contribute to your team and learn from the talented professionals at [Company Name]. I am looking forward to the possibility of discussing how I can assist in achieving your company's goals.

Thank you for considering my application. I hope to discuss my application with you further.

Sincerely,  
[Your Name]