

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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] at [Company's Name] as advertised on [where you found the job listing]. I recently graduated from [Your University/School] with a degree in [Your Degree], and I am eager to begin my career in [Industry/Field]. During my studies, I gained valuable skills in [mention relevant skills or coursework], which I believe will contribute to my success in this role. Additionally, I completed an internship at [Previous Company/Experience], where I [describe relevant experience or responsibilities]. This experience honed my abilities in [mention skills relevant to the job], and I am excited to bring that expertise to your team.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that appeals to you]. I am enthusiastic about the opportunity to work in an environment that [describe what you appreciate about the company's work culture, mission, or projects].

I am a quick learner, highly motivated, and ready to take on any challenges that come my way. I am confident that my passion for [Industry/Field] and my desire to contribute to your team make me a strong candidate for this position.

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

Sincerely,
[Your Name]