

[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 position at [Company's Name] as advertised on [where you found the job listing]. With my recent graduation from [Your University/College] with a degree in [Your Degree], I am eager to begin my career in [Field/Industry] and contribute to your team.

During my time at [Your University/College], I gained valuable skills in [relevant skills or courses]. I completed an internship at [Internship Company/Organization], where I [describe responsibilities and accomplishments]. This experience allowed me to develop my [specific skills related to the job], which I believe will be beneficial in the role at [Company's Name].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the opportunity to bring my background in [related field or skills] and my passion for [industry or job field] to your esteemed organization.

Enclosed is my resume, which provides additional details about my education and experience. I am looking forward to the possibility of discussing how I can contribute to the success of your team. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Warm regards,
[Your Name]