

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the entry-level [Job Title] position at [Company Name], as advertised on [where you found the job listing]. I am enthusiastic about the opportunity to contribute to your team and am eager to apply my skills and knowledge to support your company's goals.

I recently graduated from [University/College Name] with a degree in [Your Degree] and have developed a strong foundation in [relevant skills or coursework]. During my time at [any relevant experiences, internships, or part-time jobs], I gained valuable experience in [mention specific skills or experiences related to the job]. I am particularly drawn to this position because [mention what attracts you to the company or role]. I am a dedicated and quick learner, with excellent [mention relevant skills such as communication, teamwork, problem-solving]. I am confident that my proactive approach and passion for [industry or field] will allow me to add value to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name] and am available for an interview at your earliest convenience.

Sincerely,
[Your Name]