

**\*\*Cover Letter Template for New Graduates\*\***

[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 [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to contribute my skills and knowledge to your team.

During my time at [Your University], I developed strong [mention relevant skills or experiences], including [specific examples]. I completed an internship at [Previous Internship Company/Organization] where I [describe a relevant responsibility or project], which helped hone my abilities in [specific skill relevant to the job].

I am particularly drawn to [Company's Name] because of [mention something specific about the company, its mission, or projects]. I am excited about the opportunity to work in an environment that values [specific values or aspects related to the company].

I am confident that my background and enthusiasm make me a strong candidate for the [Job Title] position. I look forward to the possibility of discussing how I can contribute to [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[LinkedIn Profile or Portfolio Link, if applicable]