
Entry Level Resume Cover Letter

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am reaching out to apply for the [Job Title] position, eager to embark on my career with [Company Name]. Recently graduated from [University/School Name] with a degree in [relevant field], I am ready to bring my passion and fresh perspective to your team.

During my studies and internships, I developed a strong foundation in [relevant skills or experiences]. My hands-on experiences, such as [mention relevant project or task], have prepared me well for the demands of the professional world.

[Company Name]'s emphasis on [mention a notable value or practice at the company] resonates deeply with me. I am excited to learn, grow, and contribute positively to your team's success.

Thank you for considering my application.

Sincerely,

[Your Name]