

# Cover Letter Template for Fresh Graduate Seeking Internship

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Internship Position] at [Company Name], as advertised on [where you found the listing]. As a recent graduate in [Your Major] from [Your University], I am eager to apply my academic knowledge and contribute to your team while gaining practical experience in the [Industry/Field] field.

During my studies, I have completed coursework in [Relevant Coursework or Area], which has equipped me with a solid foundation in [Skill or Knowledge Area]. Additionally, my involvement in [Club/Project/Volunteer Experience] provided me with hands-on experience in [Relevant Skill/Task], demonstrating my commitment to learning and ability to work collaboratively in a team environment.

I am particularly drawn to [Company Name] because of your focus on [something notable about the company or its values], and I am excited about the possibility of contributing to your organization while continuing to develop my skills. I am confident that my strong communication, teamwork, and problem-solving abilities will allow me to make a positive impact as an intern.

Thank you for considering my application. I have attached my resume for your review and would welcome the opportunity to discuss how my background and enthusiasm align with your team's needs.

Sincerely,  
[Your Name]

## Resume Tips for Fresh Graduates Seeking Internships

- **Tailor your resume:** Customize your resume for each internship, emphasizing the skills and experiences most relevant to the role.
- **Highlight transferable skills:** Emphasize soft skills such as communication, teamwork, adaptability, and problem-solving.
- **Include relevant coursework and projects:** List academic projects, research, or relevant courses that demonstrate your preparedness for the internship.
- **Showcase volunteer and extracurricular activities:** If you lack formal work experience, include volunteer work or leadership roles in student organizations.
- **Use action verbs:** Start bullet points with strong action verbs to describe your achievements and responsibilities.
- **Keep it concise and error-free:** Limit your resume to one page, use clear formatting, and proofread carefully to ensure there are no mistakes.
- **Include a summary/objective (optional):** Start with a brief statement that highlights your goals and what you can contribute to the company.