Cover Letter Sample for Fresh Graduate in Information Technology

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager Name
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the [Position Title] at [Company Name] as advertised on [where you found the job posting]. As a recent graduate with a Bachelor's degree in Information Technology from [Your University], I am eager to begin my professional career and contribute my technical skills, enthusiasm, and willingness to learn to your innovative team.

Throughout my academic journey, I have gained comprehensive knowledge in programming languages such as Java, Python, and C++, as well as hands-on experience with database management, web development, and network administration. During my final year, I completed a capstone project focused on [briefly describe your project], which enhanced my problem-solving abilities and strengthened my teamwork and communication skills.

I am genuinely passionate about staying up-to-date with the latest advancements in IT and have participated in several workshops and online courses, including [mention any relevant certifications, if any]. My dedication, adaptability, and eagerness to develop my skills further make me confident that I would be a valuable asset to your organization.

I am excited about the opportunity to contribute to [Company Name] and support your commitment to delivering cutting-edge technology solutions. Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with your team's needs.

Sincerely,
[Your Name]