

# Sample Formal Letter for Job Application (Fresh Graduate)

**Your Name**

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

**Recipient's Name**

Title

Company Name

Company Address

City, State ZIP Code

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position at [Company Name], as advertised on [where you found the job posting]. I recently graduated from [Your University] with a degree in [Your Degree/Major], and I am eager to apply my academic background and enthusiasm to contribute to your esteemed organization.

During my studies, I developed strong skills in [relevant skills or coursework], which I further honed through [internships, volunteer work, academic projects, etc.]. My experience working on [describe a project, leadership role, or responsibility], has equipped me with valuable [skills] and the ability to work effectively both independently and as part of a team.

I am particularly drawn to [Company Name] because of your commitment to [mention something notable about the company or industry], and I am excited for the opportunity to contribute to your team. I am confident that my educational background, combined with my dedication and strong work ethic, make me a suitable candidate for this role.

I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications further in an interview. Thank you very much for considering my application. I look forward to the possibility of contributing to [Company Name].

Sincerely,

[Your Name]