

Cover Letter Template for Fresh Graduate (Business Administration) with Resume PDF

Note: Please attach your resume as a PDF when submitting your application.

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

[Recipient's Name]
[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 [Job Board/Company Website]. As a recent graduate with a Bachelor of Business Administration from [Your University], I am excited to apply my academic knowledge, strong analytical skills, and passion for business to contribute effectively to your team.

During my academic journey, I completed coursework in business strategy, marketing, finance, and management, which provided me with a solid foundation in key business principles. My internship at [Previous Internship/Company Name] allowed me to gain hands-on experience in project coordination, data analysis, and client communication. Through collaboration with cross-functional teams, I enhanced my problem-solving and teamwork abilities.

Some highlights of my background include:

- Developing and presenting a market research project that increased my team's presentation and public speaking skills.
- Utilizing analytical tools such as Excel and PowerPoint to prepare insightful business reports.
- Demonstrating adaptability and a quick learning approach during my internship, receiving positive feedback from supervisors.

I am eager to bring my dedication, initiative, and enthusiasm for continuous professional growth to [Company Name]. I am confident that my educational background and practical experience make me a strong candidate for this role. Enclosed is my resume in PDF format, which provides further detail about my academic and extracurricular achievements.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and aspirations align with the goals of [Company Name]. Please feel free to contact me at [Phone Number] or [Email Address] to schedule an interview.

Sincerely,
[Your Name]

Attachments: Resume (PDF)