

## Cover Letter Sample: Business Administration Graduate (No Experience)

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

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

Dear [Employer's Name],

I am writing to express my keen interest in the [Job Title] position at [Company Name], as advertised on [Where You Found the Job Posting]. As a recent graduate with a Bachelor's degree in Business Administration from [Your University], I am eager to leverage my academic background, strong organizational skills, and enthusiasm for business development to contribute to your team.

While I am new to the professional workforce, my education has provided me with a solid foundation in key business concepts such as finance, marketing, and strategic management. Through various group projects, presentations, and case studies, I have honed my abilities in teamwork, communication, and problem-solving. My time as a student leader in the Business Association also helped me develop effective organization and time management skills, enabling me to balance academic and extracurricular commitments successfully.

I am particularly drawn to [Company Name] because of your commitment to innovation and excellence. I am excited about the opportunity to learn from your team and am confident that my adaptability, attention to detail, and willingness to learn will make me a valuable asset. I am eager to bring my passion for business and my eagerness to grow to your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company Name]. Please find my resume attached for your review. I am available at your earliest convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]