

# Cover Letter Sample for Fresh Graduate Business Administration

[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 sincere interest in the [Position 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 [University Name], I am excited about the opportunity to contribute my academic knowledge, strong analytical abilities, and enthusiastic attitude to your dynamic team.

During my academic career, I gained a solid foundation in core business principles including finance, marketing, and management. I completed a successful internship at [Internship Company Name], where I assisted in coordinating marketing campaigns, conducted market research, and analyzed data to support strategic decision-making. My experience collaborating on projects like [notable project or case study] allowed me to enhance my teamwork, communication, and problem-solving skills.

I am particularly drawn to [Company Name] because of your commitment to innovation and employee development. I am confident that my proactive attitude, willingness to learn, and adaptability will enable me to contribute positively to your team. My background in business analytics and my aptitude for leveraging technology to deliver results align well with the goals of your organization.

I welcome the opportunity to further discuss how my skills and education can benefit [Company Name]. Thank you for considering my application. I have attached my resume for your review and look forward to the possibility of interviewing with you.

Sincerely,

[Your Name]