

Formal Cover Letter Sample for Job Application (Fresh Graduate)

[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 interest in the [Job Title] position at [Company Name] as advertised on [where you found the job posting]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to begin my career in [Industry/Sector] and contribute to the continued success of your esteemed organization.

During my academic career, I have developed a strong foundation in [mention relevant skills, e.g., communication, teamwork, problem-solving], and have gained practical experience through [internships, projects, volunteer work, etc.]. My ability to [mention a specific skill or achievement] has been recognized by my professors and peers, and I am confident that these skills will enable me to make a valuable contribution to [Company Name].

I am particularly drawn to [Company Name] because of your commitment to [mention a value, mission, or recent initiative of the company]. I am enthusiastic about the opportunity to work with your team and to apply my knowledge and passion to help [Company Name] achieve its goals.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. Please feel free to contact me at [your phone number] or via email at [your email address] to schedule an interview.

Sincerely,

[Your Name]