

# Cover Letter Template

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

[Recipient Name or "Hiring Manager"]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name/Hiring Manager],

I am writing to express my interest in the [Position Title] position at [Company Name] as advertised on [where you found the job posting]. As a recent graduate of [Your University] with a degree in [Your Degree/Major], I am eager to apply my academic knowledge, strong work ethic, and passion for [Industry/Relevant Field] to contribute to your team.

Throughout my academic career, I have developed valuable skills such as [list relevant skills, e.g., communication, research, teamwork, critical thinking]. I gained practical experience through [internships/volunteer work/extracurricular activities], where I [describe what you did and key achievements or outcomes]. These experiences have taught me how to adapt quickly, collaborate in teams, and approach new challenges with enthusiasm.

I am particularly impressed by [mention something specific about the company or its values, projects, or mission], and I am excited about the opportunity to grow and learn at [Company Name]. Although I am at the beginning of my professional journey, I am confident that my positive attitude, commitment to excellence, and willingness to take initiative will make me a valuable asset to your organization.

I have attached my resume for your review. Thank you very much for considering my application. I welcome the opportunity to discuss how my background and skills can contribute to the goals of [Company Name]. I look forward to hearing from you.

Sincerely,  
[Your Name]