

Sample Cover Letter for IT Job Entry Level

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your 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 interest in the Entry-Level IT position at [Company Name], as advertised on [where you found the job posting]. With a recent degree in Information Technology from [Your University/College] and a strong foundation in computer systems, programming, and technical troubleshooting, I am eager to launch my career and contribute to your team.

During my academic studies, I gained hands-on experience in both hardware and software support, network administration, and coding in languages such as Java and Python. My projects included developing a database management solution and assisting with the implementation of a small-scale intranet for a campus organization. These experiences helped me develop strong analytical and problem-solving skills, as well as the ability to learn new technologies quickly.

I am particularly excited about the opportunity to join [Company Name] because of your commitment to innovation and professional development. I am keen to utilize my technical abilities, attention to detail, and enthusiasm for learning in a dynamic IT environment. I believe my academic background, combined with my internship experience and teamwork skills, makes me an excellent fit for your entry-level IT role.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications in more detail and learn more about how I can contribute to the continued success of [Company Name]. Please find my resume attached for your review.

Sincerely,

[Your Name]