

Recent Graduate Cover Letter Sample (No Experience)

[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 interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Major], I am eager to begin my professional career and contribute to your team. While I do not have direct work experience in the field, I am confident that my academic background, transferable skills, and strong motivation make me a suitable candidate for this opportunity.

During my time at [Your University], I developed a strong foundation in [relevant skills or subjects]. Through my coursework, academic projects, and participation in [clubs/organizations], I have honed my ability to work collaboratively, communicate effectively, and approach challenges with creativity and determination. For example, in my final year project on [mention a relevant project], I [briefly explain what you did and what skills you demonstrated].

I am particularly attracted to [Company Name] because of your commitment to [something you admire about the company or its mission]. I am eager to contribute my enthusiasm and willingness to learn to your organization. I am adaptable, quick to pick up new skills, and committed to continuous improvement. I am excited about the opportunity to grow with your team and add value through my dedication and positive attitude.

Thank you for considering my application. I would welcome the opportunity to further discuss how my background and skills can benefit your team. Please find my resume attached for your review. I look forward to hearing from you soon.

Sincerely,
[Your Name]