

# Sample Business Letter for Job Application

## For Fresh Graduate

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

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient 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]**. I am a recent graduate of **[Your University]** with a Bachelor's degree in **[Your Major]**. As a highly motivated and detail-oriented individual, I am eager to begin my professional career and contribute positively to your esteemed organization.

Throughout my academic career, I have developed a strong foundation in **[relevant skill or subject area]**, which I believe aligns well with the requirements of the position. My education has equipped me with important skills such as **[list 2-3 key skills or software/tools]**. In addition, I have demonstrated my ability to work effectively both independently and as part of a team through various group projects and extracurricular involvement.

I am particularly attracted to **[Company Name]** because of **[mention any specific reason such as company reputation, values, or a recent achievement]**. I am enthusiastic about the opportunity to learn from industry leaders and contribute my energy and creativity to your team. I am confident that my fresh perspective, dedication, and willingness to learn make me a strong candidate for this opportunity.

I have attached my resume for your review. I would welcome the opportunity to discuss further how my background and skills can contribute to the ongoing success of **[Company Name]**. Thank you very much for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]