

## Formal Business Letter Sample for Job Application (Fresh Graduate)

[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 Degree/Major], I am eager to begin my professional career and believe that my academic background and passion for [industry/field] make me a strong candidate for this opportunity.

Throughout my studies, I have developed a solid foundation in [mention relevant skills/subjects], as well as strong analytical and problem-solving abilities. My coursework and participation in [mention any clubs, projects, or activities] have helped me cultivate essential skills such as communication, teamwork, and time management. I am confident that my adaptability and commitment to excellence would allow me to contribute positively to your team at [Company Name].

I am particularly drawn to [Company Name] because of its [mention something positive about the company, e.g., reputation, values, growth opportunities], and I would welcome the opportunity to apply my skills and enthusiasm in a dynamic and challenging environment.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss how my education and skills can benefit [Company Name]. Please feel free to contact me at your earliest convenience to schedule an interview.

Sincerely,

[Your Name]