

Your Name  
Your Address  
City, State ZIP Code  
Email Address  
Phone Number

[Date]

Employer Name  
Company Name  
Company Address  
City, State ZIP Code

## Re: Application for Entry-Level Position

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Entry-Level Position Title] at [Company Name] as advertised on [where you found the job posting]. I am a recent graduate with a strong passion for [industry/field] and believe my academic background and transferable skills make me a strong candidate for this role.

In my studies at [Your University/College], I gained valuable knowledge in [relevant subjects or skills], which have prepared me to contribute effectively to your team. My organization, attention to detail, and eagerness to learn have been demonstrated through [project, internship, part-time job, or volunteer experience].

I am excited about the possibility of starting my career at [Company Name] and am confident I can add value to your team while continuing to develop my skills. I would appreciate the opportunity to further discuss my qualifications and how I can contribute to your organization.

Thank you for your time and consideration.  
Sincerely,

[Your Name]