
Basic Cover Letter for First Job

Dear [Employer's Name],

I am writing to apply for the [Job Title] position at [Company Name]. As a recent graduate from [Your University/College], I have gained substantial knowledge in [relevant field], and I am excited about the prospect of putting this knowledge into practice.

During my time at [Your University/College], I have [mention academic achievements, internships or projects] that I believe have equipped me with the necessary skills for this role.

I am enthusiastic about beginning my career with your esteemed company and look forward to the possibility of working together.

Sincerely,
[Your Full Name]