
Entry Level Generic Cover Letter

[Your Contact Information]

[Date]

[Employer's Contact Information]

Dear [Employer's Name],

I am writing to apply for the [Job Title] position at [Company Name]. As a recent graduate in [Your Field], I am eager to launch my career and believe I have the necessary skills to excel in this role.

During my studies, I completed a [mention a relevant internship, project, or course]. This experience [explain how this experience prepared you for the job].

Thank you for considering my application. I am excited about the opportunity to start my career at [Company Name] and contribute to your team's success.

Sincerely,

[Your Name]