
Entry Level IT Job Cover Letter Example

[Your Full Name]

[Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Full Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Subject: Application for Entry-Level IT Role

Dear [Recipient's Full Name],

I am writing to apply for the entry-level IT role at [Company Name]. My educational background in computer science, along with my passion for technology, provides a strong foundation for this position.

During my time at [University Name], I was involved in various tech projects, such as [describe a significant project]. This experience allowed me to develop essential skills like problem-solving, teamwork, and adaptability.

Thank you for considering my application. I am eager to leverage my abilities to contribute to [Company Name] as a valuable team member.

Sincerely,

[Your Full Name]