
First Job 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 with a degree in [Your Field], I am eager to gain practical experience and contribute to your team.

While studying, I [mention a relevant academic achievement or project] and developed skills in [mention key skills]. These experiences have prepared me for the challenges and opportunities of the [Job Title] role.

Thank you for considering my application. I look forward to the opportunity to contribute to [Company Name's] continued success.

Sincerely,
[Your Name]