
Fresh Graduate Cover Letter for Business Administration Example

Dear [Hiring Manager's Name],

I'm thrilled to apply for the Business Administration Trainee position at [Company Name], as posted on [Job Advertisement Source]. I am a recent graduate from [University Name] with a degree in Business Administration and am keen to apply the knowledge and skills I have acquired in a practical setting.

As part of my course, I have completed projects in areas such as project management, organizational behavior, and business strategy. I believe these experiences will be beneficial to [Company Name] and align with the duties of the position.

I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]