
Simple Cover Letter for First Job Example

Dear [Employer's Name],

As a highly motivated individual, I am eager to apply for the [Job Title] role at [Company Name] as my first formal employment. Although I lack formal work experience, I have developed strong [mention relevant skills] through [mention relevant academic or extracurricular activities].

I am excited about the possibility of contributing to your team and gaining practical experience in the workforce.

Sincerely,
[Your Name]