
Business Cover Letter for Entry Level Position Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

As a recent graduate in [specific degree], I am eager to embark on my professional journey with [Company Name]. While I may be at the onset of my career, my educational background and internships have equipped me with valuable skills in [specific field or expertise].

Hoping for an opportunity to prove my potential.

Warmly,

[Your Name]