
Business Cover Letter for Fresh Graduate 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],

Graduating top of my class in [specific major], I am enthusiastic about translating my academic insights into practical achievements at [Company Name]. My stint at [relevant internship or project] honed my skills and gave me a glimpse of the business dynamics.

Eager to discuss potential roles and contributions.

Best regards,

[Your Name]