Entry-Level / Recent Graduate Cover Letter

Cover Letter Template — MyCoverLetters.com

[Your Name]
[Your Address]
[City, State ZIP]
[Your Email] | [Your Phone]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am excited to apply for the [Job Title] position at [Company Name]. As a recent graduate of [University Name] with a degree in [Major], I am eager to launch my career and contribute my academic knowledge, internship experience, and enthusiasm to your team.

During my studies, I completed [an internship/co-op/capstone project] at [Organization], where I [describe responsibilities and achievements such as conducting research, assisting with client projects, or developing a prototype]. This experience taught me [key skills such as teamwork, time management, technical skills, or communication]. I also [mention relevant extracurriculars, leadership roles, or academic achievements].

I am drawn to [Company Name] because of [specific reason — company culture, mentorship opportunities, industry reputation, or alignment with your career goals]. While I am early in my career, I am a fast learner who is committed to growing professionally and making a positive impact.

Thank you for considering my application. I would love the opportunity to discuss how my background and eagerness to learn can benefit your team.

Sincerely,
[Your Name]