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| --- |
| YOUR NAME |
| (255) 123-4414 first.lastname@gmail.com |

[Today’s Date]

[HR Manager’s Name]

123 Company Address

Company’s City / Region, P.O Box

(xxx) xxx-xxxx

[hr.manager@companyname.com](mailto:hr.manager@companyname.com)

Dear [Mr./Ms./Mx.] [HR Manager’s Last Name],

As a long-term admirer of the impressive work being done by the team at [company name], I’m delighted to submit my application for the entry-level [position] posted on [website]. As a recent graduate from [university name] with a [degree], I’m confident that my [skills/experience/knowledge] would make me an asset to the team at [company name].

In my former role as [position] at [organization name] I was responsible for [duties]. While employed there, I assisted with [project]. I’m sure that this experience will help me hit the ground running at [company name].

I also understand that [company name] is seeking to [company goal]. While at [university name], I specialized in and completed my thesis on [thesis project]. The [position] at [company name] would be an exciting opportunity for me to bring my educational background to the table, and learn more about a growing industry.

I’ve attached my CV, which further details my skills and educational background. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,

Your Name