**LETTER TEMPLATE**

**ENTRY-LEVEL COVER LETTER**

**[Date]**

**[Hiring manager’s name]**

**[Company name]**

**[Company address]**

**[Company city, state and zip code]**

Dear hiring manager **[Use their name if you know it]:**

My name is **[Your name]** and I am writing to express my interest in **the [Name of position]** with **[Company name].** I am excited for the opportunity to work for **[Company name]** because **[Provide specific reason].** I would be the perfect candidate for the **[Name of position]** because **[Provide specific reason].** This position aligns perfectly with my goal of **[Your career goal].**

As a recent graduate from **[University or College name]** with a **[Type of degree]** I have the required training needed for the **[Name of position]** at **[Company name].** Relevant course work included **[Names of courses].** I graduated with Honors and as a member of **[Name of associations].** My prior experience in **[Name of position]** in the **[Name of industry]** also gave me the **[Relevant skills/experience] needed** for **[Specific job responsibility from job posting].**

One thing that attracted me most to **[Name of company]** is **[Specific thing you like about the company].** I am also passionate about **[Related skill]** and volunteer regularly for **[List relevant volunteer experience]. I** look forward to meeting you in person during an interview to further discuss my qualifications and how I will be an asset to **[Company name].** Thank you for your time and consideration.

Sincerely,

**[Your physical signature]**

**[Your name printed]**

**[Enclosed/Attachments]**