Name

Address

Email

Phone No

Date

Employer’s name

Company name

Address

Phone number

Dear (hiring manager name)

I am excited to apply for the position of (job title) at (Company name). As a recent graduate from (institute name) majoring in (degree name), I am passionate about contributing my (skills) to your company. With this opportunity, I am willing to grow my skills professionally.

While I have not had company experience before, my involvement in (relevant skills) has given me a lot of experience. I was also an active member of (community name). My responsibility over there was to (experiences, roles, and responsibilities).

I have even attached my portfolio link, which will directly shift you to my (Another skill), where I (what you achieved with this skill). These experiences will help me create thoughtful and engaging marketing material for your clients.

My interest in joining (Company name) developed when I read (Mention company goals and prospective). We share the same values and goals because I am also dedicated to (Share an attribute which is common in both).

I am looking forward to hearing from you to discuss my qualifications and skills further.

 Best regards

Your name