

Professional Entry-Level Position Application

Dear Hiring Manager,

Subject: Application for [Position Title] - Recent Graduate

I am writing to express my strong interest in the [Position Title] position at [Company Name]. As a recent graduate with a [Degree] in [Field of Study] from [University Name], I am eager to begin my professional career and contribute to your esteemed organization.

During my academic journey, I have developed a solid foundation in [relevant skills/knowledge areas]. My coursework in [specific courses] has equipped me with theoretical knowledge that I am excited to apply in a practical setting. Additionally, I completed internships at [Company/Organization] where I gained hands-on experience in [relevant experience].

What particularly attracts me to [Company Name] is [specific reason related to company values, mission, or projects]. I believe my fresh perspective, combined with my academic achievements and internship experience, would make me a valuable addition to your team.

I have attached my resume and academic transcripts for your review. I would welcome the opportunity to discuss how my education and enthusiasm can contribute to [Company Name]'s continued success.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

[Your Name]

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