Cover letter format for freshers

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Your Name]
[City] | [Phone] | [Email]
[Date]

To,
[Hiring Manager's Name / The Hiring Manager]
[Company Name]

Subject: Application for [Job Title]

Dear [Mr. / Ms. Surname / Hiring Manager],

I am applying for the post of [Job Title] advertised on [Website / Source]. I have just completed my [Degree] at [College Name] and am eager to begin my career in [Field].

In my final year I worked on [project title], in which I [what you did, for example, built a spreadsheet model for the department's inventory]. The project taught me how to [skill 1] and [skill 2], and I presented the results to my faculty guide. I have also [short note on internship, course or club role] which improved my [communication / teamwork].

I am drawn to [Company Name] because [one specific reason, for example, its work on X / its training programme for new joiners]. I would like to contribute to your team while learning from experienced colleagues.

I have attached my resume and would be glad to speak with you at your convenience.

Thank you for your time and consideration.

Yours sincerely,
[Your Name]