

An entry level cover letter is sent along with your resume when applying for your first job or for an entry level position. It's your chance to introduce yourself, highlight your qualifications, and explain why you are interested in the position at the company. It should be written in a professional and persuasive manner, and tailored to the specific position that you are applying for. You will want to highlight your qualifications, education and any relevant experience you have, while also showing that you're eager to learn and grow in the field. As an entry level candidate, you may not have a lot of work experience yet, but you can still showcase your transferable skills, motivation, and enthusiasm for the role.

For a starting point, you can use the below template when writing your cover letter for an entry level job. It should be customized for the company to which you are applying.

This sample template for an entry level cover letter includes these four primary sections:

- **Header:** Include your contact information, the date, and the contact info for who the letter is addressed to.
- **Introduction:** This is where you introduce yourself and mention the position you're applying for.
- **Body:** Here you provide a brief overview of why you're interested in the job and the company. You should elaborate on your qualifications and relevant experience, and explain how they make you a good fit for the position.
- **Closing:** Thank the hiring manager for considering your application and offer to follow-up.

## **Entry Level Cover Letter Template**

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Date]

[Employer's Name]

[Employer's Title]

[Employer's Address]

Dear [Employer's Name],

I am writing to express my interest in the entry level position at [Company]. As a recent graduate of [University/Degree], I have gained valuable knowledge and skills through my coursework and studies in [Related Field]. In addition, I have completed internships at [Company 1] and [Company 2], where I gained practical experience and developed a strong understanding of the [Industry].

I am eager to begin my career and am confident that my passion and dedication make me a strong fit for this opportunity. I am excited about the opportunity to join the [Company] team and believe that my enthusiasm and eagerness to learn and grow make me a strong candidate for this position.

Thank you for considering my application. I would be honored to contribute my skills and enthusiasm to the [Company] team. I look forward to discussing this opportunity further.

Sincerely,

[Your Name]

## **What to Avoid**

When writing an entry level cover letter, there are a few things that you should avoid:

- Don't be too general – Tailor your cover letter to the specific position and company you're applying to.

- Don't mention every single part of your resume – Discuss your [education](#) and experience relevant to the entry level position.
- Don't make negative comments or complaints about a current or past employer.
- Don't use overly formal or technical language – Keep your language simple and easy to understand.
- Don't use overly casual or informal language – Keep your tone professional and avoid using slang.
- Don't forget to include a call-to-action to ask the employer to consider your application.