To,

[Name of Recipient]

[Designation of Recipient]

[Company’s Name]

Date:

**Subject: Entry Level Job Application Letter**

Dear Sir/Madam,

I am [Your Name in Full] and I am writing this letter to express my intentions of working as [mention Job Title] at your esteemed organization [mention Company].

I have recently completed my graduation from [mention Institute’s Name] in [mention Subject Name]. I am a dedicated and hardworking person looking for a full-time job as per my qualifications. However, in order to develop my industry knowledge and to learn the skills practically, I have done internships at different organizations. However, if I have been provided with an opportunity to work, I assure you I can overcome my deficiencies within no time, develop my skills as per business requirements, and can prove to be of great value to the organization.

I feel very passionate about this job and it will be my pleasure to become a part of a well-reputed organization such as [mention Company’ Name]. Please find attached with this letter my resume and certifications. I am hopeful to get a positive response from your side.

Feel free to contact me for any queries or details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details