

FIRST-TIME JOB COVER LETTER SAMPLE

Dear Sir/Madam,

Application for (role) first-time role

I want to apply for the role of (name of position), which you have advertised in (which publication and when).

I am (age) years of age and recently just finished college/school, and I am looking for my first-time position, which I hope to be my career choice for the future.

I have always had a keen interest in (what area is the job in or what is the job role) and was very interested to see it being advertised. (What related skills or why are you so interested would be good to include here).

I am enthusiastic and eager to learn. Another important characteristic of mine is getting self-motivation. Also, I enjoy staying in a team and enjoy the work together. Also, I can work solo as well.

I can attend an interview at short notice. You can directly approach me if you have a query about my ability and skills.

Thank you, and waiting with anticipation.

Yours sincerely

NAME SURNAME