STARTER COVER LETTER TEMPLATE

Your Name

Your Address

Town/City, Postcode

Phone Number

Email Address

Date

Hiring Manager

Company Name

Company Address

Town/City, Postcode

Dear Hiring Manager,

I am writing to apply for an entry-level position where I can learn, grow, and start building my career. I may not have formal work experience, but I am motivated, dependable, and eager to prove myself.

I am a fast learner with strong communication skills and a positive attitude. I’m ready to take on new challenges, work hard, and be a valuable part of your team.

I would welcome the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of speaking with you further.

Yours sincerely,

Your Name