

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name of Contact

Position

Company

Address

City, State, and Zip Code

Dear [Name of Contact];

Good day!

I am very interested in the ad you recently posted on [source] regarding the position of Professional Fresher for the [name of company].

I earned my bachelor's degree from [name of college or university]. As someone who is fresh in the professional field, I am quite eager to learn and develop my professional skills to get ahead in a career that I have been studying for. I believe that this kind of enthusiasm to work, as well as my fresh perspective on details, will make me a good addition to your team.

[Insert other relevant information, including internships, work experiences, and achievements if applicable].

Along with this letter, as requested, is my resume for you to review. Please do not hesitate to call me so that we may set up an interview. My phone number is [insert phone number]. I am usually available on [insert days and time if necessary]. I can also be reached via email at [insert email address].

Thank you for the kind opportunity. I look forward to speaking with you soon.

Sincerely,

[Your name and signature]