

Cover Letter for Fresher

Dear Mr./Ms./Mrs. (Manager's name),

I am writing this letter to you regarding the (desired position) that has recently opened up in your

company. I came across this position on (website name) and was pleasantly surprised to find

that I have all the required qualifications for this job.

I have studied (degree name) from (university name). During my time there I had taken up courses related to (insert three to four relevant courses that you have taken at the university).

Currently, I hold a total (percentage or GPA) and have been a good student the entire term of

my study in the University. I have also been ranked (mention your rank in class, if any) in a class

of (mention the approximate number of students).

While attending classes, I focused my attention towards the following areas:

1.(mention first area of interest)

2.(mention second area of interest)

3.(mention third area of interest)

My focused study helped me develop (university project that you have completed). It has helped

me secure a prominent internship in (mention internship company) and I was placed (mention

rank obtained due to the project) overall.

I would be grateful to have an interview session with you. Please have a look at the resume that

I have enclosed with this letter as per your convenience. I have provided my email id and contact number should you be interested in knowing more things about me.

Sincerely,

(Name)

(email id)

(number)