

## **Cover Letter for Business Graduate**

**[Company Name]**  
**[Company Address]**  
**[Date]**

Dear [Hiring Manager's Name],

I am delighted to submit my application for the [Position Name] position at [Company Name], as advertised on [Job Listing Source]. I am a recent graduate of the Business Administration Department at [University Name], with an excellent academic record and a passion for applying my knowledge in the business field.

During my studies, I gained experience in project management and data analysis through internships and project work, which allowed me to develop skills in strategy and market analysis. In particular, my participation in [mention relevant project or internship] helped me understand the need for innovative solutions and effective communication in the professional arena.

I am excited about the opportunity to contribute to [Company Name] and to develop my skills in a dynamic environment. I am confident that my knowledge and dedication will be a valuable asset to your team.

Thank you for considering my application. I look forward to discussing how I can contribute to the success of [Company Name].

Sincerely,

**[Your Name]**  
**[Phone Number]**  
**[Email Address]**