When applying for a job, your first goal is to make a good first impression to the company or institution where you want to apply. If you are a fresh graduate who is looking for a job, here is a perfect example of a good graduate cover letter that would make a more appealing job application.

June 10, 2009

Louisse Smith

JSA Business Associates

5678 Steps St.

Gainesville, Fl 32607

(222) 999 9999

Dear Ms. Smith:

Having an outgoing personality has been my best asset to get along well with other people. Spending my last year in the university as a student intern in a prominent US company has honed me enough for the work after college. I am confident that I have enough knowledge and skills that will fit in the business industry.

I saw your ads in your website and I would like to apply as the executive assistant in the marketing department of the JSA Business Associates. As a new graduate, I consider myself as exceptional because of being a cum laude in the university where I finished my undergraduate studies. I supported myself during my college years as part-time office clerk in a company where I also completed my internship.

Please consider my application by reviewing my attached resume and certificates. I am looking forward to your positive response. Thank you.

Sincerely yours,

Marie Jane Potter