**FRESHER RESUME COVERING LETTER**

[DATE]

Dear [RECIPIENT NAME],

Greetings!

My name is [YOUR NAME] and I saw an advertisement for your company inviting applications for an open position for fresh graduates. I am writing this letter to apply for [POSITION] .

I have graduated recently with [DEGREE/DIPLOMA] in [SUBJECT]. I have an excellent academic track record and I am very confident that it will translate into a professional track record. I have attached a resume along with the application.

Here is a brief summary of my achievements for your perusal:

* Academic: [DETAIL]
* Internship: [DETAIL 1]
* Sports: [DETAIL 2]
* Awards & recognitions: [DETAIL 3]

I am confident that I will live up to the expectations of [COMPANY NAME]. I humbly request you to consider my candidature for the open position.

Kindly let me know if you need any other detail. I will send it across at the earliest.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]