**Cover Letter No Experience:**

(enter your name)

(enter your contact details)

(enter recipient name)

(enter company address)

(enter contact details)

(insert date)

Dear Mr/Mrs/Ms/Miss (insert name),

As a recent graduate/current student, I am writing to apply for the job of (insert position title) advertised on (insert date) through your website/in the shop window/word of mouth.

I am an extremely motivated and enthusiastic person and I have shown this on several occasions, for example (give evidence). My interests in (list interests relevant to job position) I believe will help me in this position and will allow me to work to my best capabilities.

Working with other members of a team such as (give example of when you have done this) and improving my communication skills during (give more examples) has encouraged me to apply for this position and to improve on these skills further.

I believe that I would be a good asset to (enter company name) and would be available to discuss my application further at any time. I feel that I possess the attributes that are required to be a (insert job title) and I look forward to receiving a response. I thank you in advance for your time and effort.

Regards,

(hand printed signature)

(enter full name)