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| Cover letter for entry-level resume  **Cover Letter for entry-level resume** | Learn More From Our Free Excel and Office Resources:   * Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html) * Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html) * Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)   MyExcelOnline |

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Are you looking for a **job title** with:

* Number of years in the field years of hands-on experience in area of experience?
* Knowledge of the latest technology in industry or field?
* Excellent written and oral communication skills?
* A passion to learn and to increase skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with **Company Name**. To schedule an interview, please call me at **your phone number**. The best time to reach me is between **earliest time available** and **latest time available**, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Enter Street address, Email address, and Website in the header. Your name and phone number will automatically update from where you entered them in the letter itself, then remember to delete this paragraph!

Sincerely,

Your Name

Enclosure