Your Street Address

City

Telephone Number

Email Address

Date

Hiring Manager’s Name

Hiring Manager

Company Name

Company Address

Dear Mr. /Mrs. /Ms. (Name)

As a young and motivated individual, I am extremely interested in submitting an application for the post of management trainee advertised in (where you found the advertisement).

As a recent Business Management graduate of the University of ABCD, I have been extensively involved in various activities of the university, which has allowed me to develop strong interpersonal skills. My involvement in various events, including talent shows, student workshops, and sports events has allowed me to work closely with my peers while supporting the university community as a whole.

These experiences have also helped me to develop strong time management and organizational skills, which I see as very important skills for a work environment. I believe that my knowledge in business management, as well as the skills I've developed at the university makes me the ideal candidate for this position.

I would highly appreciate the opportunity to meet with you and discuss my application at an interview. Please find enclosed my curriculum vitae.

Thank you very much for taking the time to review my credentials.

Yours sincerely,

(Your name)