Your Name

Your Address

Date

Name of Hiring Manager

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

Re: Application for Graduate Management Trainee

It is with much joy and thrill that I hereby tender my application for the position of Graduate Management Trainee with your organization. Though I have never held any job before, I still feel equally capable of taking on this incredible challenge.

I do hold a bachelor’s degree in Business Management from the prestigious XXX College. Moreover, I am also passionate about matters management, as is evidenced by my membership in the many clubs and societies that have business character and orientation.

Take time and peruse through my resume to get to know about these clubs and the skills they inculcated on me. Considering that I am out of work at the moment, I will be free to start attending to the chores immediately I am called upon to do so.

Feel free to seek additional clarification from me with regards to any issue. I do not want to miss this opportunity, really.

Sincerely,

Your Signature

Your Name