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Writing a cover letter with no experience might feel like an intimidating task. The anxiety of facing a blank page—often with that inner voice whispering you may not be qualified enough—can indeed be paralyzing. But guess what? We've all been there, and trust me, you can do it too. Trending SearchesSEARCH ALL JOBS Everyone who has a job today started with no experience and had to write their first cover letter. Some of us even did it in a time when technology wasn't around to help out (thankfully, things have changed!). Need some guidance on writing yours? Here is everything you need to know to craft a cover letter with no experience, plus examples to guide you through the process.

First things first: A cover letter is a document that you send to introduce yourself when applying for a job or internship. It complements your resume, providing more insight into who you are and the skills and qualifications that make you perfect for the role. Think of it like a virtual handshake with the hiring manager. It's your first interaction and your chance to quickly introduce yourself to secure an interview. Together with your resume, the cover letter is your opportunity to make a strong impression. Writing a cover letter, even if you lack experience, can set you apart from other candidates. It gives you space to delve more deeply into the skills and qualifications mentioned on your resume.

"Rather than focusing on what you have not accomplished yet in your career, focus on what you bring to the table: your skills, competencies, personality traits, and the values that you have developed in your life and education," says Eloise Eonnet, career coach and communication skills expert. When writing your cover letter, keep in mind your goal: leaving a positive first impression on the reader. It should include relevant information for the position you're applying for and maintain a professional yet engaging tone. That's your chance to convince the recruiter that you are the right person for the job and schedule an interview. "So, make sure you are clear on what skills and competencies you bring, and what personality traits make you a great fit," says Eonnet. If you still feel stuck and don't know where to start, here's our seven-step guide on how to write a cover letter with no experience: The first step in crafting a well-written cover letter is to research the company where you want to work. Carefully review what the organization shares about its values and culture on social media or its website to understand how you can relate to it in your letter. The job description should also be examined closely because it typically includes keywords that you can incorporate into your cover letter when explaining your skills and competencies. Mastering the cover letter format is as important as the content itself. Traditionally, a cover letter begins with your name and contact details—ensuring that if the recruiter decides to interview you, the information will be visible and easy to find. And below your information, right before your opening paragraph, should be the hiring manager contact details. This format is considered more professional and is what is typically expected from candidates. [Your First and Last Name] [Optional, unless it's asked for: Your address] [Date you're sending the letter] [Hiring managers First and Last Name] Remember, a cover letter is your initial interaction with the hiring manager, but in a virtual setting. Like in the real world, you begin with a greeting and then proceed to introduce yourself. Choose a formal greeting such as "Dear First and Last Name", avoiding casual words like "Hi" or "Hey" to keep a professional tone. After that, you can start your first paragraph by introducing yourself and stating the position you are applying for. My name is Alana Reeves, and I'm excited to apply for the Copywriter position at ABC Agency, which I discovered on LinkedIn. As a recent graduate from Columbia University, I'd be thrilled to work for a company that aligns with [Company's values and/or culture]. Now, it's time to showcase that you have what it takes to fulfill the desired position. When writing a cover letter with no experience, the key is to emphasize any relevant skills and competencies, detailing how they were developed. "If a candidate has no work experience to pull from, I suggest that they talk about projects they completed at school, courses they took, extracurricular activities and community based projects they focused on, and even personal life events and projects they have experienced," says Eonnet. Filter what's most relevant to the role you're applying for and create a link between your skills and the job description. "Since my first semester at school, I've cultivated a passion for producing digital content for companies and institutions. I acted on this by creating a blog for the Mass Communication's website, where I wrote stories that captured the daily lives of the students on campus and the Columbia University culture. I also created a series providing recommendations of books, websites, films and TV shows relevant to a Mass Communication graduate." At this point, you've probably heard about hard and soft skills, right? Hard skills are technical abilities or knowledge that you can acquire through education, work experience, or training, whereas soft skills are linked to behavior and interpersonal relationships. Recruiters seek candidates with a good mix of both types of skills, and the second and third paragraphs of your cover letter are perfect to show that you have what they are looking for. "Show, do," tell! Rather than list your traits, they need to be in context of your past experience, even if it's not official "work experience," says Eonnet. So, use what you know about the company to show why you're a good fit—be sure to explain how your skills match their needs. "During my four years as a blog content creator, I developed a strong understanding of SEO strategy, creative copywriting, and data analysis using Google Analytics, attracting approximately 1000 monthly visitors to the blog. I also applied my communication and self-management skills by interviewing students and managing the content by myself." If you have any top accomplishments, whether personal or academic, you can also include them in this section of your cover letter. Wrap up your cover letter by reiterating your interest in the position and closing with a professional sign-off. You can use an engaging and friendly tone—and even ask for an interview—but don't go overboard. Avoid overly casual language like "See you soon" or "Cheers". "I'm impressed by ABC Agency's culture and creative approach to copywriting. I look forward to the opportunity to discuss my qualifications further in an interview. Thank you for considering my application. This should go without saying, but make sure to submit a flawless letter free from grammatical, spelling, or punctuation errors. Unfortunately, even great candidates can be overlooked if their cover letter or resume has too many mistakes. To avoid this, take time to proofread your writing before submission. Remember, you're not the only one job hunting, and recruiters probably go through tons of cover letters and resumes daily. Anything less than impeccable could be a deal-breaker. I'm excited to apply for the marketing internship position at ABC Agency. As a recent graduate from Columbia University, I'm eager to delve deeper into marketing strategies and their role in the business world. In addition to my commitment to college studies, over the past year, I've completed courses in digital marketing essentials and inbound marketing. I've also been actively involved in extracurricular activities, creating content and promoting student events across multiple platforms. These experiences have not only expanded my creativity but also enhanced my teamwork skills. I'm enthusiastic about the prospect of joining your marketing team, as I'm an admirer of your creative marketing campaigns and ABC Agency's commitment to social responsibility. I'm confident in my ability to contribute to your growth by offering innovative solutions and fresh perspectives for the business. I look forward to the opportunity to discuss my qualifications further. My name is Alana Reeves, and I'm writing to express my interest in the entry-level social media management position at ABC Agency, which I discovered on LinkedIn. As a recent graduate with a major in Mass Communication from Columbia University, I am eager to apply my education in a dynamic and innovative company like yours. During my four years of undergraduate studies, I initiated and managed a TikTok and Instagram page to share my study routine. I was successful in creating a community of 5,000 followers, including students from Columbia University and other universities nationwide. This experience equipped me with a robust understanding of content creation, image and video editing, community management, and social media analytics. I strengthened my self-management and organization skills, effectively balancing my academic responsibilities with this project. Being an admirer of ABC Agency's creative and humorous content, I am enthusiastic about the prospect of contributing to your team. I believe I can bring fresh ideas and an innovative approach to enhance your social media presence. Thank you for considering my application. Understanding what not to say is also helpful when crafting a cover letter without experience. Here are two things to steer clear of: It's easy to fall into the trap of downplaying your past experiences just because they weren't formal jobs. However, you should—or at least try to—avoid this negative and overly apologetic approach at all costs. "I would definitely avoid qualifying any past experience (school projects, odd jobs, internships, community service, personal projects) as 'not work experience.' I see candidates use an apologetic tone sometimes, which is counterproductive," says Eonnet. If you're searching for tips on how to write a cover letter with no experience, examples and such, chances are you're applying for an entry-level position. In this case, avoid dedicating too much space in your letter to the fact that you haven't had a traditional job. "Recruiters who are looking to fill an entry-level role do not expect you to have a bunch of full-time work experience. Rather, they're looking for candidates who are self-aware, ready to work, and interested in the position," says Eonnet. Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation. No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. How can financial brands set themselves apart through visual storytelling? Our experts explain how.Learn MoreThe Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesHow can financial brands set themselves apart through visual storytelling? Our experts explain how.Learn MoreThe Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesWriting your first cover letter can feel like a catch-22: you need experience to get a job, but you need a job to get experience. Don't worry — you're not alone in this challenge, and more importantly, you can write a compelling cover letter even without formal work experience. Here's why this matters: 83% of hiring managers actively read cover letters, and nearly 50% say a strong cover letter can convince them to interview an otherwise weak candidate. That's particularly encouraging when you're just starting out. Even better? 68% of hiring managers rate cover letters as important in their decision to invite candidates for interviews. Your cover letter isn't just a formality — it's your opportunity to stand out, even without traditional work experience. Smart job seekers combine their authentic voices with intelligent tools like Swooped that craft compelling cover letters that showcase their true potential. Ready to create a cover letter that gets you noticed? Let's walk through the process step by step. Did you know that 41% of hiring managers say the introduction of your cover letter leaves the biggest impression? Let's ensure every section of your cover letter counts, from the groundwork to the final polish. Before writing a single word, you must lay the groundwork for a successful cover letter. Research shows that hiring managers can quickly tell when applicants have invested time tailoring their applications. Start with: Company research: Deep dive into their website, social media, and recent news to understand their values and mission Job posting analysis: Identify key requirements and skills they're seeking Personal inventory: List your academic projects, volunteer work, and extracurricular activities that align with the role Pro Tip: Use Swooped's AI-powered job analysis feature to save time in your preparation phase. It can help you identify key requirements and values from job descriptions, letting you focus on making meaningful connections between your experiences and the role's requirements. Tired of starting at a blank page and wondering how to start? Let Swooped analyze your experiences & craft compelling opening lines that work. Try it now! With 46% of hiring managers spending between 30 seconds to 2 minutes reading a cover letter, proper formatting ensures your letter makes an immediate impact. Your header should include: Full name Phone number Professional email address LinkedIn profile (optional) Current city and state Follow with: Today's date Hiring manager's name (if known) Company name and address Pro Tip: Most hiring managers prefer receiving cover letters as PDFs to maintain consistent formatting across different devices. Remember how 41% of hiring managers say the introduction leaves the biggest impression? Your opening paragraph needs to grab attention immediately, especially when you don't have traditional work experience. Key elements to include: Explicit mention of the position you're applying for How did you learn about the opportunity Brief introduction highlighting your relevant background (academic, volunteer, etc.) Genuine enthusiasm for the role and company Pro Tip: While Swooped can help identify key phrases from job descriptions, make sure to personalize them with your authentic voice and specific connection to the role. Even without formal work experience, you have valuable experiences to share. Focus on transferable skills and achievements that align with the role's requirements. Transform these experiences: Academic achievements and relevant coursework Leadership roles in student organizations Volunteer work and community involvement Personal projects or initiatives Skills developed through extracurricular activities For example: Instead ofWrite "I was treasurer of the Student Council." "As Student Council Treasurer, I managed a \$5,000 annual budget and implemented a digital tracking system that reduced reporting errors by 30%." Since hiring managers spend an average of 30 seconds to two minutes reading your cover letter, make every word count. The body paragraphs should clearly connect your experiences to the job requirements. Focus on: Using specific examples to demonstrate skills Quantifying achievements where possible Showing enthusiasm for learning and growth Connecting your experiences to company needs Smart tip: Use Swooped's content optimization features to ensure your language aligns with industry standards while maintaining your personal touch. Want to speak the hiring manager's language without sounding robotic? Use Swooped to identify and naturally weave industry-specific keywords into your authentic story. Your closing paragraph is your final chance to make an impression—make it count. Consider if your "call to action" that motivates hiring managers to contact you. A strong closing should: Confidently recap your value proposition (without repeating exactly what you've said) Express genuine enthusiasm for the role and company Include a clear, proactive next step End with a professional sign-off Here's what that looks like: Weak closing Strong closing "Thank you for considering my application. I hope to hear from you soon." "I'm excited about the possibility of bringing my project management and leadership experience to [Company Name]'s marketing team. I welcome the opportunity to discuss how my background in leading successful student campaigns would be an asset to your upcoming product launches. You can reach me at [phone/email] at your convenience." Pro Tip: While Swooped can help optimize your closing paragraph's language and impact, remember to inject your authentic enthusiasm. The best closings combine professional polish with a genuine interest in the role. Choose professional sign-offs like: Best regards, Sincerely, Kind regards, Thank you, The average preferred length for a cover letter is 400 words, but quality matters more than quantity. Before submitting: Checklist: ✓ Proofread thoroughly for errors ✓ Ensure consistent formatting ✓ Check that all company details are correct ✓ Save as a PDF (hiring managers' preferred format) ✓ Review for a conversational yet professional tone Final tip: While AI tools can help with initial optimization, always review your letter personally to ensure it reflects your authentic voice and specific situation. You've learned the steps; let's see them in action. Studies show that hiring managers can quickly spot generic cover letters — in fact, a large percentage of them can easily tell when an applicant has invested time in customization. Let's ensure yours stands out with these proven examples. [Your Name] [Contact Information] LinkedIn (optional) [Date] Dear [Hiring Manager's Name], Opening Paragraph: I am writing to express my strong interest in the [Position] role at [Company Name], as advertised on [Platform]. As a recent graduate of [University] with [relevant coursework/achievement], I'm excited about the opportunity to contribute to [specific company goal or project]. Body Paragraph 1: While I may not have traditional work experience, my [academic/volunteer/leadership] background has equipped me with skills directly relevant to this role. For example, [specific example demonstrating a key skill required in the job posting]. Body Paragraph 2: During my time at [University/Organization], [specific achievement or responsibility] which resulted in [quantifiable result]. This experience taught me [relevant skill] that aligns perfectly with [company name]'s need for [job requirement]. Closing Paragraph: I'm excited about the possibility of bringing my [key skills] to [Company Name] and contributing to [specific company goal]. I welcome the opportunity to discuss how my background would be an asset to your team. Best regards, [Your Name] Let's look at how you can transform a generic opening into a compelling story that showcases your potential. Notice how the strong version highlights specific achievements and quantifiable results, even without traditional work experience. Weak Version Strong Version "I'm writing to apply for the marketing position. Although I don't have experience, I'm a fast learner and hard worker." "I'm excited to apply for the Junior Marketing Associate position at Digital Dynamics. While completing my Business degree, I led the marketing campaign for our university's annual fundraiser, increasing social media engagement by 45% and helping raise \$10,000 — our highest total ever." Let's break down why the strong version works: Names the specific position and company Turns "no experience" into relevant achievement Includes measurable results (45% increase, \$10,000 raised) Shows leadership and initiative Demonstrates real-world application of skills Pro Tip: While crafting your opening, use Swooped to identify key phrases from the job description, then weave them naturally into your specific accomplishments. Industry-Specific Tips: Even without traditional experience, different industries value different aspects of your background. Here's how to position yourself effectively based on your target industry: Highlight relevant projects (e.g., "Built a responsive website for the university club using React.") Emphasize technical skills learned through coursework ("Completed advanced Python programming with a 3.8 GPA") Showcase coding challenges or hackathons ("Placed 2nd in University Hackathon, developing a sustainability tracking app") Reference your portfolio ("My attached portfolio includes three successful campaign concepts for local nonprofits") Demonstrate your creative process ("Led the redesign of our student magazine, from concept to publication") Highlight collaborative projects ("Coordinated with a team of five to create promotional materials for campus events") Focus on analytical skills ("Managed student organization budget of \$10,000 with zero overruns") Leverage relevant coursework ("Advanced Financial Modeling coursework with emphasis on risk analysis") Showcase leadership experiences ("Led a team of 8 students in investment club, achieving 15% portfolio growth") Pro Tip: Use Swooped's industry-specific optimization features to ensure your experiences align with current market expectations while maintaining your authentic achievements. Writing a cover letter with no experience might seem challenging at first, but as we've shown, you have more to offer than you might think. Hiring managers say a strong cover letter can convince them to interview an otherwise weak candidate — proving that your potential matters more than your past experience. Key Takeaways: Focus on transferable skills and achievements Customize each letter for the specific role Keep it concise but impactful (the ideal length is around 400 words) Use specific examples to demonstrate your capabilities Maintain a professional yet authentic voice While tools like Swooped can help optimize your cover letter and ensure you're hitting all the right notes, your unique story and genuine enthusiasm for the role are what will truly set you apart. Think of technology as your assistant, helping you present your best self while maintaining your authentic voice. Begin with our step-by-step guide above, and remember — everyone starts somewhere. Your lack of traditional work experience doesn't define your potential. With a well-crafted cover letter effectively communicating your value, you're already one step closer to landing that interview. Take action today: Use this guide, along with Swooped's intelligent optimization tools, to craft a cover letter that will open doors to your future career. Ready to turn your draft into a polished, professional cover letter? Use Swooped's AI Cover letter tool to refine your language while keeping your authentic voice intact. Rather than drawing attention to your lack of experience, focus on what you do have. Highlight relevant coursework, projects, volunteer work, and transferable skills. Unless specifically requested in the job posting, avoid mentioning salary in your cover letter. If required, research industry standards for entry-level positions in your area and provide a range rather than a specific number. You can also indicate that you're "open to discussion based on the total compensation package." Yes, but use them strategically. AI tools are excellent for optimizing language, ensuring proper formatting, and identifying relevant keywords. However, your unique experiences, genuine enthusiasm, and personal voice should drive the content. The best cover letters combine technological efficiency with authentic storytelling. Generally, wait 5-7 business days after submitting your application before following up. Send a brief, professional email referencing your application date and reiterating your interest in the position. Keep your tone enthusiastic but not desperate, and limit follow-ups to two attempts. As the Co-Founder of swooped.co, I lead a dynamic team in developing cutting-edge AI tools that simplify the job search process. Our platform focuses on helping professionals optimize their resumes and cover letters to bypass ATS filters and get noticed by top companies. We've helped more than 650k job seekers to date Reddit and its partners use cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies to deliver and maintain our services and site, improve the quality of Reddit, personalize Reddit content and advertising, and measure the effectiveness of advertising. By rejecting non-essential cookies, Reddit may still use certain cookies to ensure the proper functionality of our platform. For more information, please see our Cookie Notice and our Privacy Policy. Reddit and its partners use cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies to deliver and maintain our services and site, improve the quality of Reddit, personalize Reddit content and advertising, and measure the effectiveness of advertising. By rejecting non-essential cookies, Reddit may still use certain cookies to ensure the proper functionality of our platform. For more information, please see our Cookie Notice and our Privacy Policy.