

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Hiring Manager Name]

[Company Name]

[Company Address]

Subject: Application for [Job Title] — [Your Name]

Dear [Hiring Manager Name],

I am writing to apply for the [Job Title] position advertised on [WHERE YOU SAW IT]. With [NUMBER] years of experience in [FIELD] and a strong record in [KEY STRENGTH], I am confident I can contribute meaningfully to [Company Name].

In my current role as [Current Job Title] at [Current Company], I [DESCRIBE A KEY RESPONSIBILITY AND A MEASURABLE ACHIEVEMENT]. Previously, I [SECOND RELEVANT ACHIEVEMENT]. These experiences map directly onto the requirements in your posting, particularly [REQUIREMENT FROM THE JOB AD].

What draws me to [Company Name] specifically is [SOMETHING GENUINE ABOUT THE COMPANY — its product, mission, growth or culture]. I would welcome the opportunity to discuss how my background in [AREA] can support your team's goals.

Thank you for considering my application. I have attached my resume and am available for an interview at your convenience.

Yours sincerely,

[Your Name]

[Phone] · [Email]