

Your Address

Your Email

Your Phone Number

Employer's Name

Company Name

Company Address

Date

Dear [Hiring Manager's Name],

Re: Application for [Position Name]

Start with a brief introduction, stating the role you're applying for and why you're interested in the company. Mention one specific reason the company appeals to you (e.g., their mission, product, or values).

Example: "I am applying for the [Position Name] at [Company Name], as your commitment to [company mission/goal] aligns with my passion for [related field]."

Relevant Skills and Experience

In one short paragraph, highlight your top 2-3 skills that are relevant to the role. Use bullet points for clarity if needed, and provide specific examples.

- **Skill 1:** "Describe how you applied this skill in a previous role and how it benefited the company."
- **Skill 2:** "Highlight a second relevant skill with a brief example."

Closing

Reiterate your enthusiasm for the role and express interest in an interview. Thank them for their time and consideration.

"I would welcome the opportunity to discuss how my skills align with the needs of [Company Name]. Thank you for your consideration."

Yours sincerely,

[Your Name]