

Subject: Job Application for [Job Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills/Job Duties], I am confident in my ability to contribute effectively to your team.

I have attached my resume for your review. I am looking forward to the opportunity to discuss my application in further detail.

Thank you for considering my application. I hope to hear from you soon.

Best regards,

[Your Name]

[Your LinkedIn Profile] (optional)

[Attachment: Resume.pdf]