

**\*\*Template 1: General Application\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 listed at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and skills in [Specific Skills Related to Job], I believe I would be a valuable addition to your team.

In my previous role at [Previous Company], I [Describe Key Achievement or Responsibility]. This experience has equipped me with the necessary skills to [How You Can Benefit the Company].

I am particularly drawn to [Company's Name] because of [Specific Reason Related to the Company/Position]. I am excited about the opportunity to contribute to [Company's Goals or Projects].

Thank you for considering my application. I look forward to the opportunity to discuss how I can help [Company's Name] achieve its objectives.

Sincerely,

[Your Name]

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**\*\*Template 2: Referral Application\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I was referred to the [Job Title] opportunity at [Company's Name] by [Referrer's Name], who spoke highly of both the role and your team. With my experience in [Your Field/Industry] and a proven track record of [Specific Skill or Achievement], I am eager to bring my skills to your esteemed company.

During my time at [Previous Company], I [Describe Key Achievement or Project]. I am particularly impressed by [Company's Recent Project or Value] and am excited about the possibility of contributing to such initiatives.

I look forward to discussing my application further and exploring how my expertise aligns with the goals of [Company's Name]. Thank you for your consideration.

Warm regards,

[Your Name]

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**\*\*Template 3: Career Change Application\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 excited to apply for the [Job Title] position at [Company's Name].

While my background is primarily in [Your Previous Industry], I have honed transferable skills in [Skill 1], [Skill 2], and [Skill 3] that I believe will be highly beneficial in this role.

In my role at [Previous Company], I [Describe a Relevant Experience or Transferable Skill]. This experience has sparked my interest in [New Industry/Field] and led me to pursue opportunities where I can [How You Can Contribute in New Role].

I am drawn to [Company's Name] because of [Specific Reason Related to the Company's Mission/Values]. I am eager to bring my fresh perspective and enthusiasm to your team.

Thank you for considering my application. I am looking forward to the possibility of discussing my contributions to [Company's Name].

Best regards,

[Your Name]