

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for the [specific position or opportunity, e.g., "Project Manager, PV Application"] at [Company/Organization Name], as advertised on [where you found the listing, e.g., "your company website"].

[Opening paragraph: Briefly introduce yourself and express your interest in the position. Mention how your background aligns with the role and the organization.]

[Body paragraph: Highlight your relevant experience, skills, and achievements that make you a strong candidate. Use specific examples to showcase your expertise in PV (Photovoltaic) applications and any related qualifications.]

[Closing paragraph: Reiterate your enthusiasm for the role and mention your desire to discuss your application in further detail. Include your availability for an interview and thank the recipient for considering your application.]

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your LinkedIn Profile or Website (optional)]