

**\*\*Application Letter Template Outline\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

**\*\*1. Introduction\*\***

- State the position you are applying for.
- Briefly mention how you learned about the job opening.

**\*\*2. Background/Qualifications\*\***

- Highlight your relevant education and experience.
- Mention key skills and accomplishments that make you a strong candidate for the position.

**\*\*3. Fit for the Role\*\***

- Explain why you are interested in this position and company.
- Discuss how your values align with the company's mission or culture.

**\*\*4. Closing\*\***

- Reiterate your enthusiasm for the position.
- Thank the employer for considering your application.
- Mention your desire for an interview to further discuss your fit for the role.

Sincerely,

[Your Name]

[Attachment: Resume]