

Subject: Application for [Job Title] - [Your Name]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position listed at [Company Name] as advertised on [Where You Found the Job Posting].

[Opening paragraph: Briefly introduce yourself and mention the position you are applying for. Include a hook to grab attention.]

[Second paragraph: Summarize your qualifications and relevant experience. Highlight key skills or experiences that make you a strong candidate.]

[Third paragraph: Explain why you are particularly interested in this position and/or company. Mention any specific values or goals of the company that resonate with you.]

[Closing paragraph: Thank the hiring manager for their time and consideration, and express your enthusiasm for the opportunity to discuss your application further. Include a call to action, indicating your desire for an interview.]

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile or Personal Website (if applicable)]

[Your Address (optional)]