Subject: Application for [Position] at [Company]

Name:

Address:

Phone number:

Email address:

Personal website:

LinkedIn profile:

Dear [Hiring Manager’s Name],

I am writing to apply for the position of [position] at [company]. I am a highly motivated and experienced professional with [number] years of experience in [industry/field]. I believe that my skills and experience make me a b candidate for this position.

In my previous roles, I have gained extensive experience in [list key job responsibilities]. I have also developed a b skill set in [list key skills relevant to the job]. Additionally, I have a proven track record of [list key achievements relevant to the job].

I am excited about the opportunity to join [company] and contribute my skills and experience to the team. I am confident that my background and experience make me a great fit for this position. I am eager to learn more about the company and the position, and I am excited about the prospect of working with a team of professionals who are committed to excellence.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]