[Name]

[Mobile Number]

[Email]

[Address]

FULL NAME

CURRENT ROLE TITLE

A white circle with a person in the middle

Description automatically generated

*[Date]*

A white circle with a black background

Description automatically generated[Recipient's Name]

A white circle with buildings in it

Description automatically generated[Recipient's Title]

A black and white circle with a point in the center

Description automatically generated[Company's Name]

A calendar icon on a black background

Description automatically generated[Company's Address]

[Date]

*JOB REFERENCE – NAME OF JOB*

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised on [where you found the job posting]. With [number] years of experience in [your field or industry], I am confident in my ability to contribute effectively to your team and help [Company's Name] achieve its goals.

In my previous role at [Previous Company Name], I was responsible for [briefly describe your key responsibilities and achievements]. Through this experience, I developed strong skills in [mention specific skills relevant to the job you’re applying for]. I have a proven track record of [mention any measurable achievements, e.g., increasing sales by X%, improving efficiency by Y%, etc.], which I believe makes me a strong candidate for this position.

I am particularly excited about this opportunity at [Company's Name] because [mention something specific about the company that you admire or align with your career goals]. I am eager to bring my expertise in [your key skill or area of expertise] to your team and contribute to [specific project, goal, or aspect of the company].

I am confident that my background and skills align well with the requirements of this role, and I am excited about the possibility of joining [Company's Name]. I have attached my resume for your review and would welcome the opportunity to discuss how my experience and skills can contribute to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]