**[Full Name]**

**[Physical Address]**

**[Telephone Number]**

**[Email Address]**

Application for the position of **[insert position name]**

Dear **[recipient’s title and last name]**

I would like to apply for the position of **[insert position name]** as advertised **[mention where you saw the advertisement.]** My experience and ability to **[#1 skill]** and **[#2 skill]** perfectly fit the advertised position's requirements. I am confident that my skills combined with my industry knowledge will be invaluable to **[insert company name.]**

I received my **[qualification]** from **[institution and location,]** and have **[insert number]** of years' experience in **[mention relevant field.]** In my attached resume you will notice that I have **[mention certifications, skills, and competencies]** that answer directly to the requirements of your job posting.

In my **[current or previous role]** at **[insert company name,]** I **[was/am]** responsible for **[discuss your core responsibilities.]** Most recently, I was **[talk about your major accomplishments.]**

As an experienced **[your job title,]** I am impressed with **[mention notable characteristics or milestones you appreciate about the company]** and feel that my talent for **[mention your strengths]** would be of great benefit to your company.

Please find my resume attached. Feel free to contact me if you have any further questions you would like to discuss.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

**[Your name]**