

Job Application Letter Template

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Job Application for [Job Title]

Dear [Hiring Manager's Name],

I am writing to formally apply for the position of **[Job Title]** at **[Company Name]**, as advertised on **[Job Portal/Company Website/LinkedIn]**. With a strong background in **[your field or relevant skill]**, I am confident in my ability to contribute positively to your team.

In my previous role as **[Your Last Position]** at **[Previous Company Name]**, I successfully **[mention one or two key achievements or responsibilities]**, which resulted in **[measurable outcome if applicable]**. I bring with me a proven ability to **[mention a skill or quality directly relevant to the job posting]**, and I am particularly impressed with **[Company Name]'s** commitment to **[mention a value, project, or mission that aligns with your values]**.

Key skills that I believe will contribute to your organization include:

- **[Skill 1]**
- **[Skill 2]**
- **[Skill 3]**

I am enthusiastic about the opportunity to join **[Company Name]** and bring my expertise in **[mention your area of expertise]** to help achieve your goals. I have attached my resume for your review, and I would welcome the opportunity to further discuss how my background, skills, and certifications can benefit your team.

Thank you for considering my application. I look forward to the possibility of contributing to **[Company Name]'s** success. Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** to arrange an interview.

Sincerely,

[Your Full Name]