

Employment Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer'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 a strong background in [Your Field/Industry], I am excited about the opportunity to contribute to your team.

Attached to this letter is my portfolio, which showcases my recent work and accomplishments. I believe that my skills in [mention specific skills related to the job] would make me a valuable addition to your organization. I am particularly drawn to [Company's Name] because [mention a reason related to the company or its projects].

I would be grateful for the opportunity to discuss my application further. Thank you for considering my request. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

[Your Name]