

John Doe

123 Main Street

City, State, ZIP Code

Email: john.doe@example.com

Phone: (123) 456-7890

Date: October 12, 2023

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and strong skills in [mention relevant skills], I am excited about the opportunity to contribute to your team.

Enclosed with this letter are my portfolio documents which showcase my previous work and accomplishments, including [briefly describe the contents of the portfolio, e.g., projects, designs, presentations, etc.]. I believe these examples illustrate my ability to [mention how your work relates to the job you are applying for].

I am eager to bring my expertise in [mention relevant expertise] to [Company Name]. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Warmest regards,

John Doe