

Job Application for [Position Title]

[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 [Position Title] position listed on [Where You Found the Job Posting]. While I have attached my resume for your review, I would like to note that I forgot to include my personal statement. I believe a personal statement would have provided additional insight into my suitability for the role.

With [Number] years of experience in [Your Industry/Field], I have developed a strong skill set that I believe aligns well with the requirements of the position. I am particularly drawn to [Company's Name] because [Reason for Interest].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]