

# Job Application for [Job Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to apply for the [Job Title] position at [Company's Name], as advertised on [where you found the job listing]. I am excited about the opportunity to contribute my skills and experience to your team.

While I have included my resume for your review, I would like to mention that I was unable to provide references at this time due to [brief explanation, e.g., "previous employers' policies"]. However, I assure you that I can supply them upon request or at a later stage in the hiring process.

My background in [your field/industry] and my experience with [specific skills or accomplishments relevant to the job] make me a strong candidate for this position. I am confident that my abilities align well with the goals of your organization.

I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]