

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally apply for the [Job Title] position at [Company Name] as discussed during our recent phone interview. I appreciate the opportunity to speak with you and learn more about the innovative projects the team is working on.

During our conversation, you highlighted the importance of [Key Point 1], and I believe my experience in [Your Experience/Skill] aligns perfectly with this aspect. Additionally, I am excited about the potential contributions I can make, particularly regarding [Key Point 2]. My background in [Relevant Experience] has equipped me with the necessary skills to excel in this role.

I am particularly drawn to [Key Point 3], and I am eager to bring my [Your Skill/Experience] to contribute towards achieving [Company's Goal/Objective]. My enthusiasm for [Industry/Field] and my commitment to continuous improvement make me a strong candidate for this position.

Thank you once again for the opportunity to discuss my application. I look forward to the possibility of working together and contributing to the success of [Company Name]. Please find my resume attached for your reference.

Sincerely,

[Your Name]