

John Doe

123 Main Street

City, State, Zip Code

Email: johndoe@email.com

Phone: (123) 456-7890

Date: October 10, 2023

Hiring Manager

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position listed on [Job Board/Company Website]. With a solid background in [Your Profession/Field], I am excited about the opportunity to contribute to [Company Name] as a full-time remote employee.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills and knowledge necessary to thrive in a remote work environment.

I am particularly drawn to [Company Name] because of [mention something specific about the company or its culture]. I firmly believe that my abilities and commitment to excellence align well with your team's goals.

I would appreciate the opportunity to discuss my application further. Thank you for considering my request for a full-time telecommuting position. I look forward to the possibility of contributing to your esteemed company.

Sincerely,

John Doe