

Submission Letter for Cross-Functional Position

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the [Position Title] position in [Department/Team Name] as advertised [mention where you found the job posting]. With my background in [Your Field/Experience] and a strong interest in cross-functional collaboration, I am excited about the opportunity to contribute to [Company Name].

Throughout my career, I have developed skills and experiences that align well with the requirements of this position, including [briefly list relevant experiences or skills]. I am particularly drawn to this role because [explain why you are interested in the cross-functional position and how it aligns with your career goals].

Enclosed with this letter are my resume and any additional documents required for your review. I look forward to the possibility of discussing my application further and how I can contribute to the success of [Company Name]. Thank you for considering my application.

Sincerely,

[Your Name]