

Letter of Submission for Temporary Role Consideration

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to express my interest in the temporary role of [Job Title] as advertised [where you found the job posting]. With my background in [Your Relevant Experience/Skills], I believe I would be an excellent fit for this position.

I am particularly drawn to this opportunity because [reason for interest in the role or company]. I am excited about the prospect of bringing my skills in [mention relevant skills or experiences] to [Company's Name].

Attached to this letter, you will find my resume for your review. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]