

Application for Short-Term Project Role

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 short-term project role advertised on [where you found the job listing]. With my background in [your field/industry] and my skills in [specific skills relevant to the role], I am excited about the opportunity to contribute to [project or company name].

In my previous role at [Your Previous Company], I successfully [describe an achievement relevant to the project role], which has equipped me with the knowledge and experience necessary for this position. I am particularly drawn to this project because [briefly explain why the project interests you].

I am confident that my ability to [mention specific skills or experiences] makes me a strong candidate for this role. I am eager to bring my expertise to your team and work toward the successful completion of [brief mention of the project's goals or objectives].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]