

Application for [Job Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name]. With my background in [Your Field/Industry] and extensive experience in [Key Skills/Qualifications], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [describe your relevant achievements or responsibilities]. This experience honed my skills in [related skills or technologies], and I am eager to bring this expertise to [Company's Name].

Attached, please find my portfolio demonstrating my work and accomplishments in [specific areas related to the job]. I would appreciate the opportunity to discuss further how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]