

# Application Portfolio for Professional Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my application portfolio for your professional review as part of the [specific program/position]. This portfolio showcases my qualifications, experiences, and the skills I have developed throughout my career in [your field/industry].

The portfolio includes:

- Cover Letter
- Resume
- Work Samples
- Letters of Recommendation
- Certifications

I believe that my background in [mention any relevant experience or expertise] makes me a strong candidate for this review. I am excited about the opportunity to demonstrate my capabilities and contribute to [Company/Organization Name].

Thank you for considering my application. I look forward to your feedback and hope to discuss my portfolio with you soon.

Sincerely,

[Your Name]