

 New Message

To [Recruiter's email]

Subject [Job Title] Application - [Your Name]

Dear [*Hiring Manager's Name*],

I am writing to express my interest in the [*Job Title*] position at [*Company name*]. I believe that my skills and experience make me a strong candidate for this position within your organization.

I have [*X years*] of experience in [*specific industry or job function*], and I have a Bachelor's degree in [*name of your degree*] from [*university name*]. In my previous roles, I have demonstrated my ability to [*list specific achievements or responsibilities that relate to the position you're applying for*].

I am motivated with excellent communication and interpersonal skills. I am comfortable working in a team environment and can adapt to changing priorities and demands. I am also committed to continuous learning and development and have pursued additional training in [*relevant certification or training programs*].

I am excited about the opportunity to contribute to [*Company name*]'s success and to take on new challenges that will help me grow both personally and professionally, and I would welcome the opportunity to discuss my qualifications further.

Thank you for considering my application. I have attached my resume, and I would be happy to provide additional information or references upon request.

Sincerely,

[Your Name]

[Your Phone Number]

Send

Introduction

Work experience +  
education background

About you

Conclusion

Signature