

JOB APPLICATION LETTER TEMPLATE



Letter header	<p>[Your name] [Your address] [Your email address] [Your phone number]</p>
	<p>[Date written]</p>
Salutation	<p>[Recipient's name] [Company name] [Company physical address]</p> <p>Dear Mr./Mrs. [Last Name].</p>
Introduction	<p>I am writing this letter to apply for the [job title] position at your company - [company name]. I believe that my educational background and professional experience make me an ideal candidate for this role. Moreover, I can have a chance to continue building upon the [technical skill] and [soft skill] acquired over the past [number] years.</p>
Body paragraph(s)	<p>In the last role as a [job title], I was responsible for [job task 1], [job task 2], and [job task 3]. I pride myself on [notable accomplishment 1] and [notable accomplishment 2], resulting in [contribution] at [your former company].</p> <p>You and the team can rely on me as a [personal trait 1], [personal trait 2], and [personal trait 3] employee with the ability to [soft skill] effectively. In terms of my educational background, I earned my [degree type] in [your major] from [University name] in [year]. I also obtained a certificate (or license) in [field].</p>
Closing paragraph	<p>Please find attached my resume for your further review of my skills and work history. I would appreciate the opportunity to discuss this position and how I can bring more value to the [team or department name].</p> <p>Thank you for your time and consideration. I look forward to hearing from you soon.</p>
Sign-off	<p>Kind regards, [Your Name]</p>

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