

JOB APPLICATION LETTER TEMPLATE



Letter header

[Your name]
[Your address]
[Your email address]
[Your phone number]

[Date written]

Salutation

[Recipient's name]
[Company name]
[Company physical address]

Dear Mr./Mrs. [Last Name].

Introduction

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.

Body paragraph(s)

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].

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].

Closing paragraph

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].

Thank you for your time and consideration. I look forward to hearing from you soon.

Sign-off

Kind regards,
[Your Name]

Applying Com

L Cohen



Applying Com :

Reviewing **Applying Com** : Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Applying Com** ," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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