horizontal line

**Job Application Resume Cover Letter**

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Hiring Manager’s Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

**Dear [Hiring Manager’s Name],**

I am excited to submit my application for the [Job Title] position at [Company Name]. With a background in [your field or area of expertise] and proven success in [mention an accomplishment], I am eager to bring my skills to your esteemed organization.

In my role at [Previous Company], I led projects that [mention any achievement or task relevant to the job], demonstrating my ability to manage responsibilities and deliver successful outcomes. I am passionate about continuous growth and appreciate [Company Name] for its commitment to [mention company’s core values or initiatives].

Joining [Company Name] would allow me to leverage my strengths in [mention a relevant skill] while contributing to your team’s goals. I look forward to an opportunity to discuss this further and to show how my background aligns with your needs.

**Warm regards,**[Your Name]