

Applicant's Name  
Applicant's Address  
City/State/ZIP Code  
Applicant's Contact Number  
Applicant's Email Address

Date of Application

Name of HR  
Title  
Company Name  
Company Address  
City/State/ZIP Code

Dear Mr./Ms. \_\_\_\_\_:

Hello and good day!

This letter is in response to your \_\_\_\_\_ job advertisement which appeared in [SPECIFY WHERE THE ADVERTISEMENT IS FOUND] on [SPECIFY THE DATE].

As provided in the resume attached in this letter, I have the academic qualifications as well as the experience that are necessary in the position's requirements.

I graduated \_\_\_\_\_ at \_\_\_\_\_, as an honor student, and have been very active in our school organization. After graduation, I have been immediately hired at \_\_\_\_\_ for \_\_\_\_\_.

[INSERT QUALIFICATIONS THAT ARE RELEVANT TO THE JOB].

I look forward to meeting you in person, so we can thoroughly discuss the requirements of the position. If you have any questions or clarifications regarding my application, you may reach me through my personal contact number or email address referred above.

Thank you very much for taking the time to read my letter.

Sincerely yours,

[INSERT NAME OF APPLICANT]