

CONTRACT

[Your Name]

[Your Address]

[City, Postal Code]

[Phone Number]

[Email Address]

[Date]

To: [Hiring Manager / Human Resources Department]

[Company Name]

[Company Address]

Subject: Job Application for [Position Name]

Dear [Hiring Manager's Name],

I am writing to express my interest in the position of [Position Name] at [Company Name] as advertised [where you found the job posting]. With [number of years] years of experience in [your field/industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I have successfully:

- [Responsibility or achievement 1]
- [Responsibility or achievement 2]
- [Responsibility or achievement 3]

I possess strong skills in [list relevant skills: e.g., communication, problem-solving, technical skills, project management], and I am committed to delivering high-quality results. I am particularly drawn to [Company Name] because of

[reason you are interested in the company, e.g., its values, projects, growth opportunities].

I would welcome the opportunity to discuss my qualifications further and explore how I can contribute to your team. Thank you very much for considering my application.

Sincerely,

[Your Name]

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