

# Sample Formal Letter for Job Application via Email

Below is a structured and professional template you can use to apply for a job via email.

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**Subject:** Application for [Job Title] â€“ [Your Name]

Dear [Hiring Manager's Name],

I am writing to express my interest in the position of [Job Title] at [Company Name], as advertised on [where you found the job posting]. With my background in [your relevant field or expertise] and [number] years of experience in [your relevant experience or industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility]. My expertise in [specific skills relevant to the position] has enabled me to [describe a positive impact or accomplishment]. I am particularly drawn to [Company Name] because of [reason you are interested in the company or position].

Attached are my resume and cover letter, which provide further detail about my qualifications. I would appreciate the opportunity to discuss how my skills and experiences make me a strong candidate for this role.

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am available at your earliest convenience for an interview. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]

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## Tips:

- Customize the template to suit the specific job and company.
- Attach your resume and any other requested documents.
- Proofread your email before sending.
- Keep your email concise and professional.