

Sample Business Letter with Enclosure for Job Application

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

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

My attached resume provides a detailed overview of my qualifications, including [highlight key skills or experience relevant to the role]. In addition to my skills and experience, I am dedicated, highly organized, and committed to achieving excellent results. I am particularly drawn to [Company Name] because of [mention something specific about the company or its values that attracts you].

Enclosed with this letter are the following documents for your review:

- Resume
- References
- [Any additional enclosures, if applicable]

I would appreciate the opportunity to discuss my application in further detail. Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]

Enclosures:

Resume
References
[Any additional documents]