

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Remote Position Title] role as advertised on [where you found the job posting]. With a proven track record in [your field or skill area], coupled with my strong ability to manage remote work environments effectively, I am confident that my expertise aligns well with the needs of your team.

In my previous role at [Previous Company], I successfully [mention a quantifiable achievement or responsibility relevant to the remote job]. My experience with [specific tools, technologies, or processes] has equipped me to excel independently and collaboratively, regardless of location. My strong communication, time management, and problem-solving skills allow me to deliver high-quality work and contribute positively to distributed teams.

Regarding compensation, based on my research and understanding of industry standards for similar remote roles, I am seeking a salary in the range of [your expected salary range], depending upon the overall benefits package and opportunities for professional development. I am open to discussing these details further to ensure mutual alignment.

I am excited about the opportunity to contribute to [Company Name] and am eager to bring my [mention a key skill or strength] to your team. Thank you for considering my application. I look forward to the possibility of discussing how my background and skills can be valuable to your organization.

Sincerely,
[Your Name]