

Sample Cover Letter for Job Application via Email

Subject: Application for [Job Title] – [Your Name]

Dear [Hiring Manager's Name],

I am writing to express my interest in the **[Job Title]** position listed on *[where you found the job posting]*. With my background in **[field/industry]** and relevant experience in **[key skills or previous positions]**, I believe I am well-suited to contribute effectively to **[Company Name]**.

In my previous role at **[Previous Company]**, I **[describe key achievement, responsibility or experience relevant to the job]**. This experience has honed my abilities in **[mention key skills relevant to the position]**, and I am confident these skills will allow me to make a valuable impact in your team.

I am particularly drawn to **[Company Name]** because **[mention something you admire about the company or explain why you want to work there]**. I am eager to bring my skills in **[relevant skills]** and further develop them in your innovative environment.

Please find attached my resume for your review. I would welcome the opportunity to discuss how my experience and skills can contribute to the ongoing success of your team. Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]
[Your Email Address]
[Your Phone Number]