

Formal Cover Letter Sample for Job Application (Email)

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**, as advertised on **[where you found the job posting]**. With a strong background in **[your professional field or expertise]** and proven skills in **[key skills relevant to the job]**, I am excited about the opportunity to contribute to your team.

In my previous role at **[Previous Company]**, I successfully **[mention a specific achievement or responsibility that relates to the new position]**. My experience has equipped me with a solid foundation in **[mention relevant skills or technologies]**, and I am confident in my ability to add value to **[Company Name]**.

Additionally, I possess strong **[mention another key qualification or soft skill, such as communication or leadership]**, which I believe align well with the requirements of the position. I am eager to bring my dedication and expertise to your company and help achieve its objectives.

Thank you for considering my application. I have attached my resume for your review, and I welcome the opportunity to discuss my candidacy further. Please feel free to contact me at **[your phone number]** or via email at **[your email address]** to schedule an interview.

Sincerely,

[Your Name]

[LinkedIn Profile or other professional link, optional]