

This paragraph provides a **business letter enclosing resume sample**, demonstrating how to professionally introduce oneself to a potential employer. The letter highlights the applicant's interest in the position, briefly summarizes relevant qualifications, and mentions the enclosed resume for further details. It is structured to convey enthusiasm and professionalism while clearly communicating the purpose of the correspondence, enhancing the chances of making a positive impression in the job application process.

Your Name

123 Main Street
City, State ZIP Code
Email: your.email@example.com
Phone: (123) 456-7890

Date

Recipient Name

Hiring Manager
Company Name
Company Address
City, State ZIP Code

Dear **Recipient 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 relevant experience]** and a strong passion for **[industry/role-specific interest]**, I am confident in my ability to contribute effectively to your team.

My experience includes **[highlight a relevant achievement, skill, or responsibility]**. I am particularly drawn to **[Company Name]** because of **[something unique about the company or its mission]**, and I believe my skills in **[key skills or attributes]** align well with your organization's goals.

Enclosed is my resume, which provides further detail about my qualifications and professional background. I would welcome the opportunity to discuss how my experience and skills can benefit **[Company Name]**. Please feel free to contact me at your convenience to schedule an interview.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Your Name

Enclosure: Resume