Application Letter Sample

APPLICATION LETTER SAMPLE

[DATE]

Dear [RECIPIENT NAME],

I am writing this application in response to the advertisement posted by your company, [COMPANY NAME] for the position of [POSITION]. I am very interested in applying for the opening in your company.

I am attaching my updated resume for your perusal and review. Also, please see a brief summary of my achievements:

- Academic achievements: [DETAIL].
- Professional achievements: [DETAIL 1].

My skills and professional experience are in line with the criteria advertised by your company, [COMPANY] and therefore I think I will be a good fit. I am a highly motivated person and believer in working hard. I am a good team player and can lead a team. I have led a team of [NUMBER] members. I am a quick learner and adapt to situations very fast.

Thank you in anticipation for considering my candidature. Please let me know if you need any additional documents. I can be reached at [YOUR PHONE NUMBER] or [YOUR EMAIL ID].

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

[Application Word Document](#)

David Baud

Application Word Document:

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