

Request Letter for Job

[Your Name]

[Your Address, City, State, Zip,]

[Your Email, Phone Number]

[Date]

[Hiring Manager's Name, Company's Name, Address]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as recently advertised [Location of the Job Ad, e.g., on your website/LinkedIn]. With a background in [Your Field/Expertise] and experience in [Specific Skills or Experiences], I am enthusiastic about the opportunity to contribute to your team.

In my previous role at [Previous Company's Name], I successfully [Briefly Describe a Relevant Achievement or Project]. I believe these experiences align well with the requirements of the [Job Title] role at [Company's Name].

I am very interested in discussing how my skills and experiences can benefit your team. I have attached my resume for your review and would welcome the opportunity to interview for this position.

Thank you for considering my application.

Sincerely,

[Your Name]