[Name of Applicant]

[Applicant’s postal box address]

[City], [State], [Zip Code]

[Date]

[Name of Recipient]

[Title or Position]

[Name of Company]

[Company street address]

[City], [State], [Zip Code]

Dear Sir/Madam,

My name is [state your name], with a degree of [state degree acquired] and a graduate of [state name of university graduated in]. A colleague has informed me that you are currently hiring for the [state job position] position and I am writing this letter to express my interest in the said career opportunity.

Although my degree seems far-fetched to the career I am applying with, I strongly believe I have the necessary skills and abilities to efficiently perform the job position’s duties and responsibilities. Additionally, I have researched regarding the job position and the key competencies I possess which are related to its job requirements are the following: [enumerate the skills and competencies]. Moreover, I work hard at everything I do and I can work under pressure. To give further details on my skills and abilities, I have enclosed my resume in herein letter and I hope I will gain a positive reaction from you.

I look forward to hearing from you soon and I can’t wait to discuss as to how I can be an asset to the company. If you have queries or clarifications regarding my skills and competencies, please send me an email at [provide email contact] or directly reach me at [provide contact number].

Sincerely and respectfully,

[Handwritten signature]

[Name of Applicant]