Subject: Job Application for {Assistant Manager – Supply Chain}

Dear Mr./ Ms./ Mrs. {Recipient's Name},

I am writing to apply for the position of Assistant Manager – Supply Chain at your esteemed firm. I got to know about the job role through a member of your team, {Mr./Mrs. Name, Designation}, who happens to be my neighbour.

I have completed my Masters in Supply Chain Management from {University Name}. I worked as a Management Trainee for a year at {Company Name}. At {Company Name}, I gained vast knowledge and experience about supply chain management in an e-commerce field. I was also a part of the team that was responsible for planning and executing new inbound supply chain processes.

Working at your esteemed e-commerce organisation is the dream of every person who wants to make a career in supply chain management. With my experience and skills, I will surely be able to add value to your business.

I request you to consider my application for the role. My resume and cover letter are attached to the email. Please refer to them for more information.

Kindly feel free to contact me for further discussions.

Thank You.

Yours sincerely,  
{Your Name}  
Mob: {Your Contact Number}  
Email Id: {Your Email Address)

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**Subject: Application for the Post of {Software Developer}**

Dear Mr./Ms./Mrs. {Recipient's Name},

This is regarding your post on {Portal} about a vacancy in your company for the role of Software Developer. Please accept my application for the same.

Here is a brief about myself. I have completed B.Tech in Computer Science from {Institute Name}. I secured {Marks/Grade} in my final exams and passed with {distinction/Percentage}.

During my studies, I participated in various tech fests and also won a gold medal for creating an app from scratch in an inter-university tech competition.

I am confident that I have the skills to excel at your dynamic organisation. I have always dreamed of being a part of your company due to the development opportunities you provide. I request you to give me an opportunity to learn and grow at your esteemed firm through this job role.

Please refer to my resume and cover letter, attached with the email, for detailed information.

Thank You.

Yours sincerely,  
{Your Name}  
Mobile:{Your Contact Number}  
Email Id:{Your Email Address)

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Subject: Job Application for the Role of {English Teacher}

Dear Sir/Madam {Recipient's Name},

This is regarding your advertisement published in {Portal Name} regarding a vacancy for an English Teacher. I would be glad to apply for the role.

Teaching has always been my passion, and I have always been great with students. I have been a Supervisor at {School Name} for 5 years. I have also taught class VI and VII for 2 years earlier. My qualification and experience match your requirements.

I have attached my resume for your consideration, and request you to consider my application for the role. If you find it suitable, please feel free to contact me at the below mentioned contact details.

Thank you.

Yours sincerely,  
{Your Name}  
Mobile: {Your Contact Number}  
Email Id: {Your Email Address)

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Subject: Application for the Post of {Data Analyst}

Dear Mr./Ms./Mrs. {Recipient's Name},

I am {Your Name}, and I would like to apply for the post of {Data Analyst} at your esteemed organisation.

I have 3 years of work experience at {Firm’s Name} where I helped the marketing team with useful insights into their customer base through data analysis. I am adept at data management software like MS Excel, SAS, and Visualr.

I have attached my detailed profile with this email, and I hope to work with you in the future.

Thank you for your time and consideration.

Yours sincerely,  
{Your Name}  
Mob: {Your Contact Number}  
Email Id: {Your Email Address)

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Subject: Application for the Post of {Project Manager}

Dear Mr./Ms./Mrs. {Recipient's Name},

This email is in response to your job post about an opening for a Project Manager’s role at your firm. I would like to apply for the same.

My track record of completing every project within the given time and budget proves my efficiency as a Project Manager. I have worked extensively in the social sector as well as with corporate organisations.

My skills match your requirements well, and I have attached my detailed profile to this email for your consideration.

I hope to discuss this opportunity with you in person. Thank you for considering my application.

Yours sincerely,  
{Your Name}  
Mob: {Your Contact Number}  
Email Id: {Your Email Address)

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Subject: Job Application for the Post of {Graphic Designer}

Dear Mr./Ms./Mrs. {Recipient's Name},

I am very interested in the position of Graphic Designer at your esteemed organization. I came across the position via your advertisement in {Portal Name}.

Currently, I am working with {Company’s Name}, and I have been handling a wide range of high profile projects. I have been working on Adobe Creative Suite for the last 4 years. Please find below a link to my portfolio.  
{Insert link}

I am confident that my skills perfectly match your requirements. I have attached my detailed profile to this email for your consideration.

Thank you for considering my application. I hope you find it suitable so that we can arrange a meeting.

Looking forward to hearing from you.

Yours sincerely,  
{Your Name}  
Mob: {Your Contact Number}  
Email Id: {Your Email Address)

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Subject: Application for the Post of {Social Media Manager}

Dear Mr./Ms./Mrs. {Recipient's name},

I would like to apply for the position of Social Media Manager at your esteemed firm.

I have been working with {Company name} as a {Designation} for the last {Number of months/years}. I have also been running my own blog page for the last 2 years. Here is the link for the same {Insert link}.

I have a lot of ideas for your social media campaigns that I hope to discuss with you in person. I hope to get an opportunity to use my skills to help your company grow and develop my own skills at the same time.

Please refer to my CV for more information, which is attached to the email.

It would be great if you could arrange a meeting with me for further discussion.

Yours sincerely,  
{Your Name}  
Mob: {Your Contact Number}  
Email Id: {Your Email Address)