

Sample Introductory Letter/Email

Subject: Application for the Role of [Job Title] – [Department/Team Name]

Dear [Name of the Hiring Manager / Interviewer],

I'm writing to express my keen interest in the [Job Title] position in the [Department/Team Name] at [Company Name]. As a [Your Qualification or Degree] currently pursuing [Relevant Course or Certification], I bring a blend of academic knowledge and a deep interest in building a career in [Industry/Function].

Through my [mention any relevant projects, internships, volunteer work, or activities], I have developed the ability to [mention 2–3 qualities like adapt quickly, work in teams, solve problems, etc.]. I'm excited by the opportunity to contribute to [Company Name]'s goals and grow alongside its vision.

I've attached my resume for your consideration. I'd be grateful for the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Full Name]

[Your Address (optional)]

[Your Email Address]

[Your Phone Number]