Dear \_\_\_\_\_\_\_\_\_\_\_(Mr./Ms./Mrs. Recipient's Name),

This email is in response to your job post about an opening for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_(post name) 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 \_\_\_\_\_\_\_\_\_\_\_(Your current designation). 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}