

# SANJANA M

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

Dear Hiring Manager,

I am excited to apply for a position where I can utilize my skills in [mention primary skill areas, e.g., software development, data analysis, problem-solving]. With a strong background in [list key expertise areas], I am eager to contribute my abilities to a dynamic team.

My experience includes:

[Skill 1] – [Brief example of how you applied this skill]

[Skill 2] – [Brief example of how you applied this skill]

[Skill 3] – [Brief example of how you applied this skill]

Throughout my career, I have worked on [mention relevant projects or achievements], demonstrating my ability to [mention key strengths like teamwork, leadership, adaptability]. My passion for [mention a field of expertise] drives me to continuously improve and stay updated with industry advancements.

I am eager to bring my expertise to a role that values [mention qualities like innovation, efficiency, collaboration]. I would welcome the opportunity to discuss how my skills align with your needs. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]