Full Name,

Address

Ph:  Email:

the\_date

### Dear hiring manager,

### Re: position of the\_role

Link: the\_link

I am writing to express my sincere interest in the role of the\_role that has been advertised. …. I am highly enthusiastic about the opportunity to contribute my skills and knowledge to your esteemed team at the\_company.

I have attached a copy of my resume to supplement my application. … In particular, my resume highlights the following key strengths that are relevant to the the\_role position:

* the\_key\_1
* the\_key\_2
* the\_key\_3
* the\_key\_4

More text about how wonderful you are.

Yours sincerely, Full Name