

Formal Letter Sample

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Today's Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to you to express my interest in the [Position] role within your esteemed organization. As an accomplished [Your Profession], with [Number] years of experience, I believe I have the necessary skills and expertise to excel in this position and make a valuable contribution to your team.

My experience has taught me the importance of [Skills/Expertise] and I have honed these skills in a range of challenging roles throughout my career. In my most recent position as [Your Current Position], I have been instrumental in [Achievement/Project]. I am confident that my experience and expertise would enable me to make a significant contribution to your organization.

In addition to my professional experience, I possess [Skill/Attribute] and [Skill/Attribute], which I believe would enable me to excel in this role. Furthermore, I am a highly motivated individual who is committed to delivering the highest standards of work.

I have attached my resume and would be delighted to discuss my application in more detail during an interview. Thank you for considering my application for this role.

Sincerely,

[Your Name]

Hints On Formal Letter

LL Leslie



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