

# Application letter template

[Your name]

[Your address]

[Date]

[Hiring manager's name]

[Hiring manager's title]

[Company name]

[Company address]

Dear [Hiring manager's name],

I'm writing to express my interest in the position of [job title] at [company]. [Explain how you heard about the job and name your contact if you were referred by someone within the company.] I believe my [skills and qualifications] make me an ideal fit for this job.

[Use the second paragraph to elaborate on how you would help the company. Reference specific campaigns or projects when possible.]

[Use the third paragraph to summarize your key qualifications. Elaborate on your most important accomplishments and include details that you were unable to provide in the more concise format of your resume.]

[Use the fourth paragraph to briefly explain why you want to work for this company. Mention the additional documents included with your cover letter, and express your excitement about moving forward in the hiring process.]

Sincerely,

[Your name]

