

[Address]

[Name and Surname]

[Email]

[Phone Number]

Dear Hiring Manager

Introduction (What you want)

[The job you are applying for, A short statement of interest

This is your first impression, keep it clear and confident]

Body (What you have)

💡 This is what makes you stand out:

👉 Don't just say "I want a job"

👉 Say "Here's what I bring"

[Your background and skills, qualification, any experience, internships, or projects. What you studied or your experience. What skills you developed. How those skills related to the job]

❌ Don't just list skills

✅ Explain how you used them

Conclusion (Why them)

[Why this company or rather this role. Why you chose this company. What excites you about the role, show genuine interest. Mention the company's reputation, values or industry. Connect it to your goals.

[Express willingness to discuss further and thank them]

Closing off (Close professionally)

Have a formal closing

Yours faithfully.