Cover letter email format

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Application for [Job Title] - [Your Name] - [Reference No.]

Dear [Hiring Manager's Name / Hiring Team],

I am applying for the [Job Title] position advertised on [Source]. I have [Number] years of experience in [Field], currently as [Designation] at [Company], where I [one specific achievement].

The role's focus on [requirement from the advertisement] matches my recent work on [relevant project], and I would like to bring the same approach to [Company Name].

My resume is attached as [YourName_JobTitle_Resume.pdf]. I am available for a call or interview at your convenience, and my notice period is [as applicable].

Thank you for your time.

Regards,
[Your Name]
[Phone] | [Profile link]