

Motivation Letter for job application

NAME OF APPLICANT
ADDRESS CONTACT
EMAIL ADDRESS DETAILS

NAME OF THE EMPLOYER ADDRESS OF THE COMPANY EMPLOYER'S
CONTACT NUMBER EMPLOYER'S EMAIL ADDRESS

Date:

Subject: Job Vacancy for [POSITION]

Dear Sir or Madam,

I am writing this letter to apply for the position of [POSITION] at [NAME OF THE COMPANY].

As a [NAME OF PROFESSION], I am extremely familiar and experienced with the job and have had the opportunity to practice my profession for [N] years. Moreover, I was glad to have found the job vacancy for your company as I have followed your company's progress and growth. I would very much appreciate it if you would give me the opportunity to work in the company as I believe that I would make a valuable asset.

I believe that my strong educational background and extensive experience in the field makes me an appropriate candidate for the position. As you can see in the resume attached in this letter, I have the necessary knowledge and skills for this position.

If you need additional information or documents, feel free to call me on [CONTACT NUMBER] or send me an email on [EMAIL ADDRESS]. I look forward to personally discussing my application with you.

Sincerely,
[NAME AND SIGNATURE]