# Application Covering Letter Template

Your Name
Your Address
City, State, ZIP
Phone Number
Email
Date

Hiring Manager Name
Company Name
Company Address

Dear Hiring Manager,

I am writing to apply for the position at your company. I found this role very interesting because it matches my skills and experience. I believe I can contribute to your team with my hard work, positive attitude, and ability to learn quickly.

In my previous roles, I gained strong experience in communication, teamwork, and customer service. I always try to complete my tasks on time and maintain a professional approach. I enjoy learning new things and improving my skills.

I believe I am a good fit for this position and I am confident that I can add value to your company. Thank you for reviewing my application. I would appreciate the opportunity to discuss my qualifications further.

Sincerely,
Your Name