Simple Job Application Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to apply for the position of [Job Title] as advertised on [Job Portal/Company Website].

With my background in [Your Field/Skills], I am confident in my ability to contribute to your team.

I would welcome the opportunity to discuss how my skills align with your company's goals.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]