To,

[Name of Recipient]

[Designation of Recipient]

[Company’s Name]

Date:

**Subject: Short Cover Letter/Application Letter**

Dear Sir/Madam,

I am writing this letter in response to the job listing for the role of [mention Job Title or Position] in your organization, [mention Name of Organization].

With my dedication and passion to work hard, I can offer you 8 years of experience in [mention your expertise]. I have been offering the same services and expertise to top brands and companies for the past 8 years. I have attached with this letter my official resume and certifications that can further help you in understanding why I can be a great fit for this job.

Feel free to contact me for any queries or details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details