

Formal Job Request Letter

Subject: Application for Employment

Dear [Hiring Manager's Name],

I am writing to express my interest in joining [Company Name] as [Job Title]. I have [X years/months] of experience in [Relevant Field] and believe that my skills in [Key Skills] would be an asset to your team.

I have attached my resume and certifications for your review. I would appreciate the opportunity to discuss my qualifications further and am available for an interview at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Contact Information]

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