

Sample Motivation Letter

NAME OF APPLICANT

Address

Phone Number

Email Address

Name of Recipient

Job Title

Company Name

Dear Mr./Ms. _____,

As a highly skilled and experienced [PROFESSION], I read your advertisement for a new [VACANT POSITION] with great interest. My experience matches the qualifications that you are seeking at [NAME OF THE COMPANY], in particular, my role as [PREVIOUS OR CURRENT JOB POSITION] with [PREVIOUS OR CURRENT COMPANY]. I am certain that I would be a valuable asset to the company.

With more than [N] years of experience, I am very skillful in [SET OF SKILLS]. I would like to stress that I have vast knowledge in _____, and have experience with the use of various software programs applicable to the profession.

Moreover, I excel in the following areas:

[PROVIDE A LIST]

In addition to my experience and skills, I have a good educational foundation as I graduated in [NAME OF THE COLLEGE OR UNIVERSITY] on [DATE GRADUATED] and received the following academic honors [INSERT THE HONORS RECEIVED]. I am extremely enthusiastic about the future of your company and I would very much appreciate it if you would give me the opportunity to contribute to your company's success.

Please review my attached résumé for additional details about my skills, experience, and achievements.

Thank you. I hope to hear from you soon.

Sincerely,

[NAME AND SIGNATURE]