To: [HR or hiring manager's email address]

Subject: Application for [Job Title] – [Your Full Name] – [Job ID, if any]

Dear [Hiring Manager's Name],

I am writing to apply for the [Job Title] role at [Company Name] that I saw on [Naukri / LinkedIn / your careers page]. [Choose one: I graduated with a (Degree) from (College Name) in (Year). / I have (X) years of experience as a (Current Job Title).]

[One line with your strongest proof: a project, internship or result that matches the job.] I am skilled in [skill 1], [skill 2] and [skill 3], which your job post asks for.

I have attached my resume as a PDF. I can join [immediately / after a notice period of X days] and would be glad to talk at a time that suits you.

Thank you,

[Your Full Name]
+91 [Phone Number]
linkedin.com/in/[your-profile]