[Your Full Name]

[City, State] | +91 [Phone Number] | [your.email@example.com] | linkedin.com/in/[your-profile]

[Date, e.g. 12 March 2026]

[Hiring Manager's Name]
[Designation, e.g. Talent Acquisition]
[Company Name]
[City]

Subject: Application for [Job Title] – [Job ID]

Dear [Hiring Manager's Name],

I am writing to apply for the [Job Title] role at [Company Name]. I am currently a [Current Job Title] at [Current Company], where I have worked for [X years / months] on [area, e.g. B2B inside sales for software products].

In this role, I [main result with a number, e.g. closed ₹40 lakh of new business in FY 2025–26, 15% above my target]. I also [second achievement, e.g. set up a lead-tracking sheet that my whole team now uses]. These match what your job post asks for: [requirement 1] and [requirement 2].

I would like to join [Company Name] because [specific reason: larger accounts, a product you believe in, more responsibility]. My experience with [skill or tool] will help me contribute to your team from the first month.

My resume is attached. My notice period is [30 / 60 / 90] days[, negotiable]. I would welcome the chance to discuss the role with you.

Yours sincerely,

[Your Full Name]