[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, if any]

Dear [Mr/Ms Last Name or Hiring Manager],

I am writing to apply for the [Job Title] role at [Company Name], which I found on [Naukri / LinkedIn / your careers page]. I completed my [Degree, e.g. B.Com] at [College Name], [University] in [Year], and I am looking to start my career in [field, e.g. accounts and finance].

During my degree, I [one real project, internship or achievement, e.g. helped prepare GST returns for small businesses during a two-month internship at a CA firm]. This gave me hands-on practice with [skill 1] and [skill 2], which your job post lists for this role. I am also comfortable with [tool, e.g. MS Excel / Tally / Google Sheets].

What draws me to [Company Name] is [one specific reason: a product, the kind of clients, the team, its growth]. I learn quickly, and I am ready to learn your processes from day one.

I have attached my resume for your review. I can join immediately and would welcome the chance to discuss how I can contribute to your team. Thank you for your time and consideration.

Yours sincerely,

[Your Full Name]