

[Your Name]

[City, Saudi Arabia] | +966 [Phone] | [Email] | [LinkedIn] | Nationality / Iqama: [Status]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Application: [Role]: [Your Name]

Dear [Hiring Manager / HR Team],

I am writing to apply for the [Role] position at [Company] in [Riyadh / Jeddah / Dammam]. I am a [Saudi national / resident on a transferable Iqama / candidate requiring visa sponsorship] with [X] years of experience in [field].

At [Current Employer], I [achievement with result in SAR / %]. I also [second achievement], working in Arabic and English with [clients / teams / ministries].

I hold [local credential: SCE / SCFHS / SOCPA / PMP / other] and am familiar with [local regulation or platform, e.g. Qiwa, GOSI, ZATCA, Etimad, Madrasati]. I follow [Company]'s contribution to [Vision 2030 program / sector goal] and would like to support it.

My notice period is [X days / immediate], and I can relocate or start from [date]. My references are available on request.

Yours faithfully,

[Your Name]