

[Your Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Job Title]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

RE: JOB APPLICATION FOR [POSITION TITLE]

Dear [Recipient Name],

[Start your cover letter here. Introduce yourself and state the position you are applying for.]

[Highlight relevant skills, experience, and achievements. Explain why you are a strong fit for the role and the company.]

[Conclude by expressing enthusiasm and willingness to discuss your application further.]

Sincerely,

[Your Name]

[Optional: Attach digital signature or type your name]