

Your Name

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State ZIP Code

Subject: Job Application for [Job Title]

Dear [Recipient's Name],

Introduction

State the position you are applying for and briefly introduce yourself.

Body

Highlight your relevant qualifications, experience, and skills. Mention why you are suitable for the role and how you can contribute to the company.

Closing

Express your enthusiasm for the opportunity, thank the recipient, and mention that your resume is attached (if applicable).

Sincerely,

[Your Name]

Attachment: Resume (if applicable)