

[Date]

[Your Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, Zip Code]

Subject: Job Application for [Position Title]

Dear [Recipient Name or Hiring Manager],

[Paragraph 1: Introduce yourself, state the position you are applying for and how you learned about the job.]

[Paragraph 2: Briefly explain your qualifications and experience relevant to the job.]

[Paragraph 3: Express your interest in the company, and why you are a suitable candidate.]

[Paragraph 4: Conclude with appreciation and mention your willingness for an interview.]

Sincerely,

[Your Name]  
[Enclosure: Resume/CV (if applicable)]