

Job Application Letter Outline

Applicant Information

- Name
- Address
- Phone Number
- Email Address
- Date

Recipient Information

- Recipient Name
- Job Title
- Company Name
- Company Address

Salutation

- e.g., Dear [Recipient's Name],

Opening Paragraph

- State the position you are applying for
- Mention how you learned about the job
- Brief statement of interest

Body Paragraph(s)

- Highlight relevant qualifications and experience
- Describe key skills and achievements
- Connect your background to the job requirements

Closing Paragraph

- Express enthusiasm for the role/company
- Refer to attached resume or supporting materials
- Request interview or further discussion
- Thank the recipient for their time

Formal Closing

- e.g., Sincerely,
- Your Name