

Your Name
Address Line 1
Address Line 2
City, State ZIP
Email Address
Phone Number

Date

Recipient Name
Job Title
Company Name
Company Address Line 1
Company Address Line 2
City, State ZIP

Subject: Application for [Job Title]

Dear [Recipient Name],

I am writing to apply for the position of [Job Title] at [Company Name], as advertised on [where you found the job posting].

[Write your introductory paragraph, experience, and fit for the role here. Replace this text with your own cover letter content.]

[Add a closing sentence, expressing enthusiasm for the position and your availability for interview.]

Sincerely,

[Your Name]