

[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Subject: Application for [Job Title] Position

Dear [Recipient's Name],

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

[A brief paragraph introducing yourself and stating your interest in the position.]

[A paragraph outlining your relevant qualifications, experiences, and skills.]

[A closing paragraph expressing appreciation and willingness for an interview.]

Thank you for your consideration.

Sincerely,

[Your Full Name]
[Your Contact Information]