

[Your Name]
[Your Address]
[City, State ZIP]
[Email Address] | [Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State ZIP]

Re: [Job Title] Application

Dear [Recipient Name],

[Opening paragraph: Introduce yourself and state the position you are applying for.]

[Middle paragraphs: Summarize your relevant experience, skills, and why you are a suitable fit for the position. Tailor content as necessary for the specific corporate role.]

[Closing paragraph: Express appreciation for their consideration and gently indicate your interest in discussing your application further.]

Sincerely,

[Your Name]