

Your Name
Your Address
City, State ZIP
Your Email
Your Phone
Date

Recipient Name
Company Name
Company Address
City, State ZIP

Re: Application for [Position Title]

Dear [Recipient Name or "Hiring Manager"],

[Opening paragraph: State the position you are applying for and how you heard about it. Briefly introduce yourself.]

[Second paragraph: Highlight your relevant skills, experience, and qualifications. Explain why you are a good fit for the role.]

[Third paragraph: Demonstrate knowledge about the company and express your enthusiasm for the position.]

[Closing paragraph: Thank the recipient for their time and consideration. Mention that your resume is attached (if applicable) and express willingness to discuss further.]

Sincerely,

[Your Name]