

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

Date

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

Dear [Recipient Name],

Introduction:

State the position you are applying for and where you found the job posting. Briefly introduce yourself and your interest in the role.

Body Paragraph(s):

Highlight relevant qualifications, experience, and skills. Demonstrate how your background aligns with the job requirements. Provide examples of relevant achievements or experiences.

Closing Paragraph:

Express enthusiasm for the role and company. State your desire for an interview and availability. Thank the recipient for considering your application.

Sincerely,

Your Name