

Your Name

your.email@example.com | (123) 456-7890
City, State ZIP

Month Day, Year

Recipient Name
Recipient Title
Company Name
Company Address

Subject: Application for [Position Title]

Dear [Recipient Name],

Introduction

Briefly introduce yourself and state the position you are applying for. Mention how you discovered the opportunity and provide a one-sentence summary of your core qualifications or passion for the role.

Body Paragraph 1 â€“ Relevant Experience

Outline your most relevant experience or achievements that align with the job requirements. Highlight specific skills, accomplishments, or projects demonstrating your fit for the position.

Body Paragraph 2 â€“ Cultural or Value Alignment

Explain why you are drawn to this company and how your values or goals align with its mission and culture. Briefly illustrate with a relevant example.

Closing

Express your enthusiasm for the possibility of joining the team. Invite further conversation and express appreciation for the recipientâ€™s time and consideration.

Sincerely,

Your Name