

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

[Date]

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

Subject

[Application for Position Title]

Greeting

[Dear Mr./Ms./Dr. Last Name,]

Opening Paragraph

[Introduce yourself and state the position you are applying for. Briefly mention how you found the job opening and why you are interested in it.]

Body Paragraph

[Highlight relevant skills, experience, and accomplishments that make you a suitable candidate. Relate these to the job requirements.]

Closing Paragraph

[Express enthusiasm, thank the recipient for their time, and mention your availability for an interview.]

[Sincerely,]

[Your Name]