

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Company Name

Company Address

City, State, Zip Code

Subject: Application for [Job Title]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Job Board/Website]. I believe my skills and experience make me a strong candidate for this role.

[Introduce yourself and briefly explain your background. Highlight relevant qualifications and experiences that make you a suitable candidate for the position.]

[Discuss specific skills related to the job and provide examples of past achievements or projects that demonstrate your capabilities.]

[Conclude with a statement of enthusiasm about the opportunity and express your willingness to discuss your application further in an interview.]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name].

Sincerely,

Your Name

[Enclosure: Resume]