

Your Name

Your Address

Your City, State, Zip

Your Email

Your Phone

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to apply for the [Job Title] position as advertised [where you found the job listing]. I believe my skills and experiences make me a suitable candidate for this role.

[Additional paragraphs discussing your qualifications, experiences, and why you are a good fit.]

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]