

****Template for Application Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

****1. Introduction****

- State the purpose of the letter
- Mention the position you are applying for
- Briefly introduce yourself

****2. Body Paragraph 1: Qualifications****

- Highlight relevant education or experience
- Discuss skills that align with the job requirements

****3. Body Paragraph 2: Motivation****

- Explain why you are interested in the position/company
- Mention any specific connections or experiences that influenced your interest

****4. Body Paragraph 3: Contribution****

- Describe how you can contribute to the company/team
- Provide examples of past achievements relevant to the role

****5. Conclusion****

- Reiterate your enthusiasm for the position
- Thank the recipient for considering your application
- Express your desire for an interview or further discussion

Sincerely,

[Your Name]