

Job Application Letter

Your Name

Your Address

Your City, State, Zip

Email: your.email@example.com

Phone: (123) 456-7890

Date

Recipient's Name

Company Name

Company Address

City, State, Zip

Dear [Recipient's Name],

Introduction paragraph highlighting the position you are applying for.

Second paragraph detailing your qualifications and experience.

Closing paragraph expressing your enthusiasm and desire for an interview.

Sincerely,

Your Name

Print Letter