

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for the [position title] at [Company Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and my skills in [relevant skills], I am confident that I would be a valuable addition to your team.

[Paragraph 1: Brief introduction of yourself and your qualifications.]

[Paragraph 2: Elaborate on relevant experience and how it relates to the position.]

[Paragraph 3: Discuss your interest in the company and the specific position.]

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

Sincerely,

[Your Name]