[Your Name]

[Street Address] | [ZIP Code, City] | [Phone] | [Email]

[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

Dear [Mr. / Mrs. / Ms + surname],

[In the 1st paragraph, you clearly state why you are writing and which position you are applying for. You may also include where you found the job description.]

[In the 2nd paragraph, you show why you are qualified for the job. Write what you are currently doing and describe your past work experience. Include details and skills that are relevant to the job description.]

[In the 3rd paragraph, you add your personal skills and strengths that show that you are suitable for the job. If your 2nd paragraph is quite short, you can combine these two paragraphs into one.]

[In the 4th paragraph, you express your hope to hear from the employer or to be invited to a job interview.]

Sincerely,

[Your name, and above it your hand-written signature.]