Your Name

Address | Telephone | Email | Website / Social Media Accounts

Date

Contact Person], / Dear Madam/

Title

Company

Address

Email

Website

Dear [Contact Person], / Dear Madam/Sir, In the attention of [Hiring Manager Name],

Introduce yourself, state where you found the job posting, and underline the position you are applying for.

Highlight your strengths and the qualifications that make you a good fit for the open position, past jobs or responsibilities that align with the current job, and your career purpose. State why you want this job or role and what you bring to the table.

Use one or two paragraphs as needed.

I look forward to hearing from you, / Best Regards, / Sincerely,

Your Name