FIRST NAME  
LAST NAME

Address | Phone | Email

Date

Recipient Name

Title

Company

Address

City, Postal Code

Dear Recipient: (put in their full name, like Dear Ms. Jenny George)

In the first paragraph, you’ll want to introduce yourself, and what job you’re applying for. You’ll also want to mention if you’re looking for part-time or full-time work.

The second paragraph is where you’ll pick a few key points from the job advertisement and explain how your experiences meet those requirements. You’ll want to show how you’ll be a great fit for the company or organization.

The third paragraph wraps it up and politely thanks them for their time. Keep the letter short and to the point.

Sincerely,

Your Name