Your Name

Your Address

Your Phone Number
Your Email Address

Today's Date (Day-Month-Year)

Employer's Name
Position
Company Name

Company Address

Re: Insert the job posting title and the reference number (if applicable)

Dear <insert employer's name>,

Identify your purpose and explain how you heard about position.

Share what you know about organization and what appeals to you about them.

Share your qualifications, skills, and experiences, etc.

Request an interview, provide contact information, and thank them for taking time to review resume. Tell them you look forward to hearing from them.

Sincerely,

Write your signature.

Your Name