

[Your Name]
[Street Address]
[City, ST ZIP Code]
[phone number]
[email]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name],

I would like to apply for the role of [job_role] advertised in [job_advert_location]

[Describe How Your Skills address the job criteria]

[Conclude with a statement & request for an interview to discuss your application in further detail]

Yours sincerely,

[Your Name]

Enclosure