[Your company name] · [Street address] · [City, State ZIP] · [Phone] · [Email]

[Date]

[Recipient name]
[Title]
[Company]
[Street address]
[City, State ZIP]

Re: Application for [Job title], ref. [number]

Dear [Hiring manager name]:

I am applying for the [job title] position advertised on [where]. With [number] years of experience in [field], I would bring [key strength] to your team.

[Give one or two examples of achievements that match the job requirements, with results.]

I would welcome the chance to discuss how I can contribute. Thank you for your time and consideration.

Sincerely,

[Your name]
[Your title]

Notes