

Jane Doe

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The Wonderful Company
3333 Joy Dr.
Beautiful City,
YA 23456

Sub: Position 120202

02/30/2020

Dear Hiring Manager,

In the first paragraph, introduce yourself, why you are writing the letter, and briefly state your credentials.

In the second paragraph, connect your skills, experience, and background to the requirements of the position. Some applicants use subtitles, in this case, bold the subtitles to make them easy to read.

In the third paragraph, conclude the letter by requesting an interview. Use formal language and avoid sounding desperate.

Sincerely,
Jane

Sign the letter if you are planning to mail it. However, if you are going to email it, then there is no need to sign it. Make sure save it as PDF file, and then email it.