Your Name
Your Street Address
City, State, Zip Code
Your Email Address
Your Phone Number

Today's Date

Name of Business
Street Address of Business
City, State, Zip Code

To Whom It May Concern (or Dear _____,)

I am writing to express interest in _____ opening at _____. I am interested in this job because _____. If I am offered this position, I will use my training, experience, and _____ to be an ideal employee.

My training and experience make me an ideal candidate for this position. I am qualified for this position because __(write about any training/education/qualifications you have)___. This experience means I am able to ____(one of the essential parts of the job you are applying for)__.

Thank you again for the opportunity to apply for _____ position at _____. I truly believe that my values of _____, _____, and _____ are in line with your organization, and that my experience will make me a valuable member of the _____ Team. Please don't hesitate to contact me via phone or email.

Sincerely,

Your Name