[Complete Address of Letter Sender]

[Date]

[Name of Letter Recipient]

[Recipient Job Title/Position]

[Recipient Company Name]

[Street Name and Number]

[Name of City and State, Zip Code]

Dear Mr. /Ms. /Mrs. [LETTER RECIPIENT SURNAME],

I am interested in applying for the vacant [TITLE/POSITION NAME] position in your company as posted on your company website dated [JOB POSTING DATE].

Although this opportunity may be different from my current career path, I believe that I am still a qualified and competitive candidate for this position. With my work as a [PREVIOUS JOB TITLE/POSITION], I am required to (define required skills and job qualifications). Due to this job requirement, I have developed my capability to (identify skill/capability) to the fullest which I believe is essential and vital in the position I am applying for. I am also equipped with (define a list of skills/capabilities) necessary for me to accomplish the tasks needed for such a job.

If given the chance to be hired for this vacant position, you will find that I am (define positive qualities, traits, or attitude towards work). I have enclosed my resume for you to peruse. I am available at any time for a job interview. You can reach me at [CONTACT DETAILS].

Thank you for your consideration and I await your positive feedback regarding my job application.

Sincerely,

[Name of Letter Sender]