

Usually only do addresses if it's a paper copy

First M. Last
1234 Address
City, State Zip

Date (April 16, 2019)

(Dr., Mrs., Ms., Mr.) First name Last name of person you are writing letter to (Owner or manager)
1234 Address
City, State Zip

Dear (Dr., Mrs., Ms., Mr.) last name,

What position you are interested in and where. Why are you looking to be placed at this facility in the specific position? State your excitement or interest in joining the staff at the facility.

Explain why you are a good candidate for the position. What are your qualifications that make you the perfect person for this job? Do you have any certifications, experience or previous positions with duties that would be similar?

Overall finish strong! Your blank, blank and blank make you the best candidate for this position. What is your goal and objective for the company (can be similar to your objective on your resume for this position). Let them know you would be open to discussion about other positions they may have if you would better fit those qualifications you would be open to discuss (covers your bases if they are thinking of placing you in either a higher position or different position). You look forward to hearing from them soon. Where they can reach you, usually cell phone. Let them know you will follow up within an amount of time if you do not hear from them. Thank them for their time.

Sincerely,

Leave spaces here to sign your name

Your First M. Last