**Sample Job application letter format**

To,

Recipient’s Name:

Recipient’s Title:

Company’s name:

Company’s Address:

Date:

Subject: (Briefly state your purpose of writing the application)

Dear (Recipient’s name),

First Paragraph: The first para is the most important part of the job application letter where you have to straight away get to the point and mention why you are writing this letter. You can give the name of the source where you found out about this job and also mention the post you are interested to work for.

Second Paragraph: Here you can give a brief overview of your educational background, your past work experiences and any significant professional achievement. You have to modest and at the same time present yourself as an ideal candidate for the job.

Third Paragraph: The last para has the summing points where you have to conclude your letter. Show positivity, gratitude and confidence before signing off.

Yours truly,

Name

Address

Encl: (List all the documents that you are sending with the application)