Your Name + Address
254 West 54th Street
New York, NY 10009

April 15, 2020

Recipient's Name + Address
2010 Newport Avenue
Valley Stream, NY 11435

Dear Ms.__________,

In the first paragraph, tell the primary reader what job you are applying for and where you found the job ad. Also, state your availability.

The body paragraph is a place to give details about yourself. This will likely be one of the longer paragraphs. Talk about how your education and work experience makes you a good candidate for this position. Details details

The second body paragraph is also about details. Focus on soft skills here (i.e. personality, work habits, people skills). It should give the reader the rest of the information they need to help formulate their opinion.

Wrap things up with the conclusion. For example: I look forward to the possibility of an interview. I can be reached at (718)-444-4444 or email at blahblahblah@gmail.com. Thank you for your time.

Sincerely,

Your Name