To,

[Name of Recipient]

[Designation of Recipient]

[Entity’s Name]

Date:

**Subject: Job Application Letter Format**

Dear Sir/Madam,

[In the first paragraph, express your intention for the job and mention how you got to know about the job i.e., whether through an advertisement or through reference]

[In the second paragraph, briefly tell the reader about your expertise, experience, and qualifications. You can also mention your achievements like any major project or projects that you have carried out successfully]

[In the third paragraph, state why you will be the perfect choice for the job. How your expertise and skills will help the organization to develop and grow. Also, express your passion for the job but don’t beg for it]

[Before closing, let the reader know how and when they can contact you. End the letter on a positive note by stating your expectations to get a positive response from the reader]

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]