

Your address

>

Date

>

Company's Address

>

Dear (depends on whom you are writing to),

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Paragraph 1: say what your job your applying for

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Paragraph 2: Give basic information about yourself and why you are applying for the job

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Paragraph 3: State any relevant experience

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Paragraph 4: Give information about your character and any other relevant skills.

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Paragraph 5: Give information so that the company can continue further with the application.

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Yours sincerely/faithfully (depends on whom you are writing to) ,

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Signature

>

Your name