*Replace the words in [brackets] with your text.*

*To move the cursor (which is where you type), use the arrow keys or the mouse+click.*

Dear Sir or Madam,

I want to apply for the job of *[Job Title]* at *[Company Name]*.

I would be a good candidate because *[why I would be good at this]*. My experience with *[relevant experience e.g. helping a sick person is good experience for being a doctor or nurse]* makes me well-suited for this job.

I am excited about this opportunity. I hope to bring my energy to your team.

Thank you for considering my application.

Yours sincerely,

*[Your Name]*

*Now save your file. With the mouse, click on File at the top, then Save.*