（応募者の名前）Ken Tanaka

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（会社名）ABC Co.,Ltd.

（担当者名/部署名）Mr. Keisuke Suzuki, Human Resources Department

（応募先住所） 1-1-1 XXXcho, XXX-ku, Tokyo, 111-1111

（日付）September XX, 2018

（宛名）Dear Mr. Suzuki

【本文】I am writing to apply for the【役職】position, which I saw posted on your website. Please accept my enclosed resume in application for the position.

※自己アピール、経験など

Would you consider my request for a personal interview to discuss how I could benefit your company? Thank you for your time and consideration.

Sincerely,

※サイン

（名前）Ken Tanaka

（メールアドレス）ken\_tanaka@XXX.com

（連絡先電話番号）(+81)-3-1111-1111