

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I recently submitted my application for the [Job Title] position at [Company Name], and I am reaching out to seek your constructive criticism regarding my application materials.

Understanding that your time is invaluable, I would greatly appreciate any feedback on my resume and cover letter that could enhance my candidacy. Specifically, I am curious about your thoughts on my qualifications and how I present myself in the application.

Thank you for considering my request. I look forward to your insights, which I hope will aid me in strengthening my application and future opportunities.

Warm regards,

[Your Name]