FAX Job Application

TO

Name: Hiring Manager, HR Dept.

Company: Brightway Home Health

Fax: (555) 012-4471

Phone: (555) 012-4400

FROM (APPLICANT)

Name: Jordan Lee

Phone: (555) 019-6620

Email: jordan.lee@example.com

Fax:

Date: 11/10/2026

Pages: 4
(including this cover sheet)

Position: Medical Office Assistant **Job ID:** MOA-1127

Documents included:

- [X] Resume
- [X] Cover letter
- [ ] Application form
- [ ] References
- [ ] Certificates or licenses
- [ ] Other

Message:

Dear Hiring Manager,
Please find my resume (2 pages) and cover letter (1 page) for the Medical Office Assistant opening (Job ID MOA-1127).
I can be reached at (555) 019-6620 or by email. Thank you for your time.
Jordan Lee

This fax contains personal information for hiring purposes only. If you received it in error, please let the sender know and destroy all copies.