

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Your Email Address]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

## **Greeting**

Dear [Recipient Name or “Hiring Manager”],

## **Introduction**

State the position you are applying for and briefly introduce yourself. Mention how you found the job opening.

## **Body**

Describe your relevant skills, experience, and achievements. Explain why you’re a good fit for the role and how you can contribute to the company. Provide specific examples if possible.

## **Closing**

Express enthusiasm for the opportunity. Thank the employer for considering your application. Indicate your interest in an interview or further discussion.

## **Sign Off**

Sincerely,  
[Your Name]