

[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]