

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State ZIP Code]

Dear [Recipient Name/ Hiring Manager]:

[Paragraph 1: State the position you are applying for and how you heard about it. Briefly introduce yourself.]

[Paragraph 2: Highlight your most relevant experience, skills, and achievements. Explain why you are suitable for the position.]

[Paragraph 3: Thank the employer for considering your application. Indicate your interest in discussing your application further.]

Sincerely,

[Your Name]