

[Your Name]

[Address] | [Phone Number] | [Email Address]
[LinkedIn] | [Portfolio/Website]

DATE

[Month Day, Year]

RECIPIENT

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

INTRODUCTION

[Begin with a brief introduction and state the position you are applying for.]

BODY

[Discuss relevant experiences, skills, and motivation for this role. Highlight how your background aligns with the company's needs.]

CLOSING

[Express thanks and state your interest in an interview or further discussion.]

Sincerely,

[Your Name]