

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

[Date]

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

Dear [Recipient Name],

[Opening Paragraph: State your purpose for writing and how you learned about the position or opportunity.]

[Middle Paragraph(s): Briefly introduce your background, highlight relevant skills or experience, and explain why you are interested in the role or company.]

[Closing Paragraph: Express appreciation for their time and consideration. Indicate any next steps, such as your availability for an interview.]

Sincerely,

[Your Name]