

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],

I am writing to submit my resume for consideration for the [Position Title] at [Company Name]. I believe my skills and experience make me a strong candidate for this role.

Please find my resume attached for your review. I am eager to discuss how my background aligns with your needs and how I can contribute to your team.

Thank you for your time and consideration.

Sincerely,

[Your Name]