

**[Your Name]**

[Your Address]

[City, State ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State ZIP]

Dear [Recipient's Name or "Hiring Committee"],

[Introduction: State the position you are applying for and briefly introduce yourself.]

[Body Paragraph 1: Highlight relevant experience and leadership skills, quantifiable achievements, and why you are a strong fit.]

[Body Paragraph 2: Demonstrate alignment with the company's mission, values, and goals.]

[Conclusion: Express enthusiasm, indicate enclosed resume, and state your interest in discussing your qualifications.]

Sincerely,

**[Your Name]**