

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

[Opening paragraph: State the position you are applying for and how you found the job listing.]

[Middle paragraph(s): Briefly describe your relevant professional experience, skills, and why you are a strong fit for the position.]

[Closing paragraph: Express your enthusiasm, gratitude, and interest in discussing your application further.]

Sincerely,

[Your Name]