

[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]