

[Date]

[Your Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, ZIP Code]

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

**Introduction:**

Briefly introduce yourself and state the position you are applying for. Mention how you found out about the opportunity.

**Body Paragraph(s):**

Highlight your relevant qualifications, skills, and experience. Explain why you are interested in the position and the company.

Describe how your strengths align with the job requirements.

**Conclusion:**

Reiterate your enthusiasm for the position. Express your willingness to discuss your application further or attend an interview.

Thank the recipient for their consideration.

Sincerely,

[Your Name]