

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

[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State ZIP Code]

Dear [Recipient Name or "Hiring Manager"],

[First Paragraph: State the position you are applying for and where you found the job posting. Express your enthusiasm and briefly introduce yourself.]

[Second Paragraph: Highlight your relevant qualifications, skills, or experiences. Reference specific achievements or roles that demonstrate your fit for the position.]

[Third Paragraph: Explain why you are interested in working at the company and how you can contribute to their goals. Show knowledge of the company, if possible.]

[Final Paragraph: Politely express appreciation for their consideration. Indicate your availability for an interview and include any attached documents if needed.]

Sincerely,

[Your Name]