

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

Hiring Manager Name  
Company Name  
Company Address Line 1  
Company Address Line 2  
City, State ZIP Code

## Cover Letter

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised. I believe my skills and experience make me a suitable candidate for this role.

[First paragraph: Briefly introduce yourself and your professional background. State your interest in the position and company.]

[Second paragraph: Highlight relevant skills, experience, or achievements. Connect your qualifications to the job requirements.]

[Third paragraph: Explain why you are interested in this company. Show enthusiasm and research.]

[Final paragraph: Thank the employer for considering your application. Briefly mention your attached resume and express willingness to discuss further.]

Sincerely,

[Your Name]