

Your Name
Your Address
City, State ZIP
Email Address
Phone Number

Date

Recipientâ€™s Name
Recipientâ€™s Title
Company Name
Company Address
City, State ZIP

Dear [Recipientâ€™s Name],

[Opening paragraph: State the position you are applying for, how you found it, and a brief introduction.]

[Middle paragraph(s): Explain why you are a good fit for the position. Mention relevant skills, experience, or education that make you a strong candidate.]

[Closing paragraph: Express enthusiasm, mention availability for an interview, and thank the recipient.]

Sincerely,

[Your Name]