

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

Date

Recipient Name  
Job Title  
Company Name  
Company Address Line 1  
Company Address Line 2  
City, State ZIP Code

Dear [Recipient Name],

**Introduction:**

State the position you are applying for and where you found the job posting. Briefly introduce yourself and your interest in the role.

**Body Paragraph(s):**

Highlight relevant qualifications, experience, and skills. Demonstrate how your background aligns with the job requirements. Provide examples of relevant achievements or experiences.

**Closing Paragraph:**

Express enthusiasm for the role and company. State your desire for an interview and availability. Thank the recipient for considering your application.

Sincerely,

Your Name