

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

Dear [Recipient Name],

[Write your cover letter introduction here. State the position you are applying for and where you found the job posting.]

[Highlight your relevant experience, skills, and achievements. Explain why you are a good fit for the company and position.]

[Express enthusiasm and state your availability for interview. Thank the recipient for their time and consideration.]

Sincerely,

[Your Name]