

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

[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address Line 1]
[City, State, ZIP Code]

Dear [Recipient's Name]:

Introduction

State the position you are applying for and how you learned about the opportunity. Include a brief statement about why you are interested in the role or company.

Body Paragraph 1

Highlight your most relevant qualifications, experience, and skills. Connect them directly to the job requirements.

Body Paragraph 2

Provide specific examples of achievements or projects that demonstrate your fit for the role. Emphasize results and value you brought in previous roles.

Closing

Reiterate your enthusiasm for the position. Thank the employer for considering your application. Indicate your desire for an interview and state your availability.

Sincerely,
[Your Name]