

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

Recipient Name  
Title  
Company Name  
Company Address  
City, State ZIP Code

Dear [Recipient Name]:

[First Paragraph: State the position you are applying for and how you learned about the opportunity. Briefly introduce yourself and why you are interested.]

[Second Paragraph: Highlight your relevant skills, experience, and achievements. Relate your qualifications to the job description.]

[Third Paragraph: Express enthusiasm for the company and position. State your desire for an interview and how you will follow up.]

Sincerely,

Your Name