

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

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

[Opening Paragraph: Introduce yourself and explain the purpose of your letter. Include the position you are applying for and how you learned about it.]

[Second Paragraph: Highlight your relevant skills and experiences that make you a suitable candidate for the job. Use specific examples to demonstrate your achievements.]

[Third Paragraph: Explain why you are specifically interested in this company and how you align with its values or goals.]

[Closing Paragraph: Express your enthusiasm for the opportunity to interview and discuss your application further. Thank the hiring manager for their time and consideration.]

Sincerely,

[Your Name]