

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Hiring Manager's Name],
Introduction
- State the position you are applying for.
- Briefly mention how you heard about the job.
- Include a strong opening statement that captures attention.
Body Paragraph 1: Relevant Experience
- Highlight your work experience that is most relevant to the position.
- Mention specific achievements or responsibilities that align with the job description.
Body Paragraph 2: Skills and Qualifications
- Discuss your key skills that are pertinent to the job.
- Provide examples of how these skills have been beneficial in past roles.
Body Paragraph 3: Cultural Fit and Motivation
- Explain why you are interested in the company and the position.
- Share your values and how they align with the company culture.
Conclusion
- Reiterate your enthusiasm for the position.
- Thank the hiring manager for considering your application.
- Mention your desire for an interview to discuss further.
Sincerely,
[Your Name]