

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Hiring Manager's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce yourself and the position you are applying for. Mention how you found out about the job and express your enthusiasm.]
[Middle paragraph(s): Highlight your relevant skills, experience, and accomplishments. Explain why you are a good fit for the position and the company.]
[Closing paragraph: Thank the recipient for considering your application. Express your desire for an interview and mention how you will follow up.]
Sincerely,
[Your Name]
[Attachment: Resume]