

[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 state the position you are applying for.]

[Second paragraph: Explain why you are a suitable candidate for the position.]

[Third paragraph: Discuss your relevant experience and skills.]

[Closing paragraph: Thank the employer for their time and express your enthusiasm for the opportunity.]

Sincerely,

[Your Name]