

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and the position you are applying for.]

[Second paragraph: Explain why you are a good fit for the position and highlight relevant experience or skills.]

[Third paragraph: Mention any additional information that sets you apart and reiterate your interest in the position.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]