

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

[Date]

[Recipient Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

[Opening paragraph: Introduce yourself, mention the position you are applying for, and how you found out about it.]

[Middle paragraph(s): Discuss your qualifications, relevant experience, and why you are a good fit for the position. Highlight skills and achievements that align with the job description.]

[Closing paragraph: Express enthusiasm for the opportunity, mention any attachments (e.g., resume), and thank the recipient for considering your application.]

Sincerely,

[Your Name]