

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

[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

[Opening paragraph: Introduce yourself and state the purpose of your letter. Mention the position you are applying for and how you found out about it.]

[Second paragraph: Discuss your relevant experience, skills, and achievements. Highlight specific examples that demonstrate why you are a good fit for the position.]

[Third paragraph: Explain your enthusiasm for the company and the role. Mention how your goals align with the company's mission or values.]

[Closing paragraph: Thank the recipient for considering your application. State your desire for an interview and provide your contact information.]

Sincerely,  
[Your Name]