

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Hiring Manager's Name],  
[Opening paragraph: Introduce yourself and state the position you are applying for.]  
[Body paragraph 1: Briefly discuss your qualifications and relevant experience.]  
[Body paragraph 2: Mention your skills and how they relate to the job requirements.]  
[Body paragraph 3: Express your enthusiasm for the position and the company.]  
[Closing paragraph: Thank the hiring manager for considering your application and provide your availability for an interview.]  
Sincerely,  
[Your Name]  
CC: [Name 1, Title, Company]  
CC: [Name 2, Title, Company]  
CC: [Name 3, Title, Company]