

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

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

****Introduction:****

- Start with an engaging statement or a personal anecdote relevant to the position.
- Mention the position you are applying for and how you learned about it.

****Body Paragraph 1:****

- Discuss your relevant experience and skills.
- Highlight a specific achievement that demonstrates your qualifications.

****Body Paragraph 2:****

- Explain why you are passionate about the role/company.
- Align your values or goals with the company's mission or culture.

****Conclusion:****

- Reiterate your enthusiasm for the position.
- State your availability for an interview and express gratitude for their consideration.

Sincerely,

[Your Name]