

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

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

Dear [Hiring Manager's Name],

Introduction

- State the job you are applying for and how you found out about it.
- Briefly explain why you are interested in this position and the company.

Body Paragraph 1: Your Qualifications

- Highlight your relevant skills and experiences.
- Use specific examples to demonstrate how you meet the job requirements.

Body Paragraph 2: Your Achievements

- Discuss significant achievements or projects related to the position.
- Quantify your accomplishments when possible to showcase impact.

Body Paragraph 3: Cultural Fit

- Explain why you align with the company's values and mission.
- Mention any research you've done on the company that resonates with you.

Conclusion

- Reiterate your enthusiasm for the position.
- Politely express your desire for an interview and provide your contact information.

Sincerely,

[Your Name]