

[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, mention the position you are applying for, and how you learned about it.]

[Second paragraph: Highlight your relevant skills and experiences that make you a strong candidate for the position.]

[Third paragraph: Express your enthusiasm for the company and why you want to work there, connecting your values or goals with theirs.]

[Closing paragraph: Thank the hiring manager for their time, express your desire for an interview, and include any follow-up information.]

Sincerely,

[Your Name]

[Optional: Include a personal touch or a quote related to your professional philosophy at the bottom.]