

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Introduction:

- Briefly introduce yourself and state the position you are applying for.

Body:

- Highlight your relevant experience and skills.
- Mention specific accomplishments or projects related to the position.
- Explain why you are a good fit for the company.

Conclusion:

- Express enthusiasm for the opportunity.
- Thank the recipient for considering your application.
- Suggest availability for an interview.

Sincerely,  
[Your Name]