

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, Postal Code]

Dear [Recipient Name],
[Introduction: Briefly introduce yourself and state the position you are applying for, including where you found the job listing.]
[Paragraph 1: Highlight your relevant skills and experience that make you a strong candidate for the role.]
[Paragraph 2: Discuss specific achievements or projects that showcase your qualifications and relate to the company's needs.]
[Paragraph 3: Express your enthusiasm for the position and the company, explaining why you want to work there.]
[Closing: Thank the recipient for considering your application and express your desire for an interview.]

Sincerely,
[Your Name]
[LinkedIn Profile or Website URL] (optional)