

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

[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

[Opening Paragraph - Introduce yourself and state the position you are applying for. Mention how you found the job listing and express your enthusiasm for the role.]

[Second Paragraph - Highlight your relevant skills and experience. Provide specific examples of your achievements that relate to the job you are applying for.]

[Third Paragraph - Connect your values or goals with the company's mission or culture. Explain why you are a good fit for the team and how you can contribute to their objectives.]

[Closing Paragraph - Thank the recipient for considering your application. Express your desire for an interview to discuss your candidacy further. Include your contact information again.]

Sincerely,
[Your Name]