

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and state the purpose of your application. Mention the position you are applying for and how you found out about it.]

[Body Paragraph(s): Highlight your relevant qualifications, experiences, and skills. Use specific examples to demonstrate how you meet the job requirements. Discuss your interest in the company and how you can contribute to their success.]

[Closing Paragraph: Thank the recipient for considering your application. Express your desire for an interview and provide your contact information for follow-up.]

Sincerely,  
[Your Name]