

[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],

[First paragraph: Introduction and position you're applying for.]

[Second paragraph: Highlights of your qualifications and experiences relevant to the position.]

[Third paragraph: Why you are interested in the company and how you can contribute.]

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]