

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Introduction
- Briefly introduce yourself and state the purpose of the letter.
Body Paragraph 1: Relevant Experience
- Discuss your relevant experience and skills that pertain to the position you are applying for.
Body Paragraph 2: Motivation and Fit
- Explain why you are interested in this specific opportunity and how it aligns with your career goals.
Body Paragraph 3: Contribution
- Highlight what you can contribute to the team or organization and how your background supports this.
Conclusion
- Summarize your interest and express your enthusiasm for an interview.
Thank the recipient for their consideration.
Sincerely,
[Your Name]