

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

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

Dear [Recipient's Name],

[Opening paragraph - Introduce yourself and express your interest in the position. Mention how you found out about the job opportunity.]

[Middle paragraphs - Highlight your relevant skills, experiences, and accomplishments. Provide specific examples that demonstrate your qualifications for the position.]

[Closing paragraph - Reiterate your enthusiasm for the role, thank the recipient for their consideration, and express your desire to discuss your application further in an interview.]

Sincerely,
[Your Name]