

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

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

Dear [Hiring Manager's Name],

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

[Second Paragraph: Highlight your relevant experience and skills. Provide specific examples of your accomplishments that relate to the job.]

[Third Paragraph: Explain why you are particularly interested in this position at this company. Mention any knowledge of the company or its culture that aligns with your career goals.]

[Closing Paragraph: Thank the hiring manager for considering your application. Express your eagerness for the opportunity to discuss your qualifications further.]

Sincerely,
[Your Name]