

[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],

1. **\*\*Introduction\*\***

- State the purpose of your letter
- Mention the specific job title you are applying for
- Briefly introduce yourself

2. **\*\*Professional Background\*\***

- Summarize your relevant experience
- Highlight specific skills or achievements that align with the job

3. **\*\*Motivation for Applying\*\***

- Explain why you are interested in the position
- Mention what attracts you to the company and its values

4. **\*\*Conclusion\*\***

- Thank the hiring manager for considering your application
- Express your enthusiasm for the opportunity
- Mention your availability for an interview

Sincerely,

[Your Name]