

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

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

Dear [Recipient's Name],

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

- State the position you are applying for.
- Mention how you found out about the job opening.

2. **\*\*Body Paragraph(s)\*\***

- Highlight your relevant experience and skills.
- Provide specific examples of your achievements.
- Explain why you are a good fit for the company and the role.

3. **\*\*Conclusion\*\***

- Reiterate your enthusiasm for the position.
- Thank the recipient for considering your application.
- Mention your desire for an interview and provide your availability.

Sincerely,

[Your Name]