

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

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

Dear [Recipient's Name],

[Introduction: State the position you are applying for and how you found out about it.]

[Body Paragraph 1: Briefly explain your background, skills, and experiences that make you a suitable candidate for the position.]

[Body Paragraph 2: Mention any relevant achievements or projects that highlight your qualifications and how they relate to the job.]

[Closing Paragraph: Express your enthusiasm for the position and indicate your desire for an interview to discuss your application further.]

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]