

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 the position you are applying for. Mention where you found the job listing.]

[Middle Paragraph(s): Highlight your relevant skills, experiences, and accomplishments. Make sure to connect them to the requirements listed in the job description.]

[Closing Paragraph: Express enthusiasm for the opportunity and your eagerness to discuss your application in more detail. Thank the hiring manager for their time.]

Warm regards,

[Your Name]