

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

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

Dear [Hiring Manager's Name],

[Opening Paragraph: Introduce yourself and express your interest in the job position. Mention how you found out about the job opening.]

[Body Paragraph 1: Highlight your relevant experience and skills. Provide specific examples of your accomplishments related to the job.]

[Body Paragraph 2: Discuss your passion for the industry and what attracts you to the company. Mention any relevant research about the company's culture or projects.]

[Closing Paragraph: Reiterate your excitement about the opportunity and express your desire for an interview. Thank the hiring manager for considering your application.]

Warm regards,

[Your Name]

[Attachment: Resume]