

**\*\*[Your Name]\*\***  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
**\*\*[Recipient's Name]\*\***  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
**\*\*Introduction\*\***  
- Clearly state the position you are applying for.  
- Mention how you heard about the position.  
**\*\*Body Paragraph 1: Qualifications\*\***  
- Highlight your relevant education and experience.  
- Include specific skills that align with the job description.  
**\*\*Body Paragraph 2: Achievements\*\***  
- Describe notable accomplishments that demonstrate your abilities.  
- Provide examples of how you've contributed to previous organizations.  
**\*\*Body Paragraph 3: Interest in the Role\*\***  
- Explain why you are interested in this position and the organization.  
- Connect your values or goals with the company's mission.  
**\*\*Closing\*\***  
- Thank the recipient for considering your application.  
- Express your desire for an interview or further discussions.  
Sincerely,  
[Your Name]