

[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 explain why you are writing. Mention the position you are applying for and how you found out about it.]

[Second Paragraph: Share your relevant skills, experiences, and achievements. Highlight unique qualities that make you a great fit for the role and the company.]

[Third Paragraph: Discuss your passion for the industry and the company. Explain why you are specifically interested in this position and how you align with the company's values or mission.]

[Closing Paragraph: Thank the hiring manager for considering your application. Express your eagerness to discuss your qualifications further and provide your availability for an interview.]

Sincerely,

[Your Name]

[Optional: Attachments, such as your resume]