

[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],

[Introduction: Briefly introduce yourself and state the position you are applying for.]

[Paragraph 1: Highlight your relevant experience and skills that make you a suitable candidate for the position.]

[Paragraph 2: Provide specific examples of your achievements that demonstrate your capabilities and alignment with the company's values or goals.]

[Paragraph 3: Express your enthusiasm for the position and the company, and how you believe you can contribute to their success.]

[Closing: Thank the hiring manager for their consideration and express your desire for an interview to discuss your application further.]

Sincerely,

[Your Name]