

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

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

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state your purpose for writing.]

[Body paragraph 1: Discuss your qualifications, relevant experience, and skills related to the job.]

[Body paragraph 2: Explain why you are interested in the company and how you can contribute to their success.]

[Closing paragraph: Express your enthusiasm for the opportunity and indicate your desire for an interview.]

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,  
[Your Name]