

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

[Opening Paragraph: Introduce yourself and state the position you're applying for. Mention how you found out about the job opportunity.]

[Middle Paragraphs: Highlight your relevant experience, skills, and accomplishments. Use specific examples that demonstrate your qualifications for the role. Mention why you are interested in working for this company and how you align with their values.]

[Closing Paragraph: Reiterate your enthusiasm for the position, express your desire for an interview, and thank them for considering your application. Include a call to action for follow-up.]

Sincerely,
[Your Name]