

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Hiring Manager's Name],
[Opening Paragraph: Introduction and position you are applying for]
[Middle Paragraph(s): Highlight your relevant skills, experiences, and qualifications]
[Closing Paragraph: Express enthusiasm for the position and a call to action for an interview]
Sincerely,
[Your Name]