

[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
- State the position you are applying for.
- Briefly mention how you found out about the job opening.
Body Paragraph 1: Qualifications
- Highlight your relevant skills and experiences.
- Mention specific accomplishments that demonstrate your qualifications.
Body Paragraph 2: Fit for the Company
- Explain why you are interested in working for the company.
- Discuss how your values align with the company's mission and culture.
Body Paragraph 3: Conclusions and Next Steps
- Express excitement about the opportunity to contribute to the team.
- Indicate your willingness to discuss your application in further detail.
Thank you for considering my application. I look forward to the possibility of discussing my application with you.
Sincerely,
[Your Name]