

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

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

Dear [Recipient Name],

[Introduction: State the position you are applying for and how you found out about it.]

[Body Paragraph 1: Briefly outline your relevant experience and skills related to the position.]

[Body Paragraph 2: Highlight specific achievements or projects that demonstrate your qualifications.]

[Body Paragraph 3: Express your enthusiasm for the role and the company, explaining why you are a good fit.]

[Closing: Thank the recipient for their consideration, and express your hope to discuss your application further.]

Sincerely,
[Your Name]