

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

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

Dear [Hiring Manager's Name],

1. **\*\*Introduction\*\***

- State the position you are applying for.
- Mention how you found out about the job opening.

2. **\*\*Body Paragraph 1: Qualifications\*\***

- Highlight your relevant qualifications and experiences.
- Connect your skills to the job requirements.

3. **\*\*Body Paragraph 2: Achievements\*\***

- Provide specific examples of your accomplishments in previous roles.
- Emphasize how these achievements relate to the position you are

applying for.

4. **\*\*Body Paragraph 3: Fit and Interest\*\***

- Explain why you are interested in this role and the company.
- Discuss how you align with the company's values or goals.

5. **\*\*Conclusion\*\***

- Reiterate your enthusiasm for the position.
- Thank the hiring manager for their consideration.
- Express your desire for an interview.

Sincerely,

[Your Name]