

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

****1. Introduction:****

- Brief introduction of yourself
- State the position you are applying for
- Mention how you found out about the opportunity

****2. Body Paragraph 1: Relevant Experience****

- Describe your relevant work experience
- Highlight key achievements or responsibilities
- Connect your experience to the job requirements

****3. Body Paragraph 2: Skills and Qualifications****

- List relevant skills that make you a good fit
- Provide examples of how you have applied these skills
- Mention any certifications or education that is relevant

****4. Body Paragraph 3: Company Knowledge****

- Express your knowledge of the company/organization
- Explain why you are interested in working there
- Align your values with the company's mission/vision

****5. Conclusion:****

- Summarize your interest in the position
- Indicate your desire for an interview
- Thank the recipient for considering your application

Sincerely,

[Your Name]