

[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],

Introduction:

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

Body Paragraph 1:

- Briefly introduce your professional background.
- Highlight relevant experience or skills.

Body Paragraph 2:

- Provide specific examples of your achievements or projects.
- Demonstrate how these relate to the job requirements.

Body Paragraph 3:

- Explain why you are interested in the company and the specific role.
- Mention any alignment with the company's values or mission.

Conclusion:

- Express enthusiasm for the opportunity.
- Indicate your desire for an interview to discuss your application further.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]