

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

[Opening paragraph: Introduce yourself and state the purpose of your application. Mention the position you are applying for and how you found out about it.]

[Middle paragraphs: Provide detailed information about your qualifications, experiences, and skills that make you a suitable candidate for the position. Highlight any relevant achievements or projects. Relate your experiences to the requirements of the job.]

[Closing paragraph: Express your enthusiasm for the opportunity and your willingness to discuss your application in further detail. Thank the recipient for their time and consideration.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]