

[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],

[Opening Paragraph: Introduce yourself and state the position you are applying for, including how you found out about the job.]

[Body Paragraph 1: Highlight your relevant skills and experiences that make you a suitable candidate for the position.]

[Body Paragraph 2: Discuss specific achievements or projects that demonstrate your abilities and how they align with the company's goals.]

[Closing Paragraph: Express your enthusiasm for the role, mention your desire for an interview, and thank the hiring manager for considering your application.]

Sincerely,
[Your Name]