

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

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

Dear [Recipient's Name],

[Opening Paragraph: Briefly introduce yourself and state the position you are applying for. Mention how you found out about the job.]

[Second Paragraph: Highlight your relevant skills and experiences that align with the job description. Provide specific examples.]

[Third Paragraph: Express your enthusiasm for the role and the company. Mention what you can bring to the team and how you align with the company's values.]

[Closing Paragraph: Thank the recipient for considering your application. Mention that you look forward to the opportunity to discuss your application further.]

Sincerely,
[Your Name]