

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 the position you are applying for. Mention how you found the job listing and your enthusiasm for the role.]

[Second Paragraph: Highlight your relevant experience, skills, and achievements. Discuss how these align with the needs of the company and the position.]

[Third Paragraph: Explain why you are interested in the company and how you can contribute to its goals. Mention any specific projects or values that resonate with you.]

[Closing Paragraph: Thank the hiring manager for considering your application. Express your eagerness for the opportunity to discuss your application further in an interview.]

Sincerely,

[Your Name]

[Attachment: Resume]