

[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 heard about the job opening.
Body Paragraph 1: Relevant Experience
- Highlight your relevant work experience.
- Discuss specific skills and achievements related to the role.
Body Paragraph 2: Skills and Qualifications
- Elaborate on your skills that match the job requirements.
- Provide examples of how you have successfully utilized these skills in previous positions.
Body Paragraph 3: Fit for the Company
- Explain why you are interested in the company.
- Mention how your values align with the company's mission and culture.
Conclusion
- Restate your interest in the position.
- Thank the hiring manager for considering your application.
- Express your enthusiasm for the opportunity to discuss your application further.
Sincerely,
[Your Name]