

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],

****1. Introduction****

- Start by stating your purpose for writing.
- Mention the specific position you are applying for.
- Include a brief sentence about why you are interested in the role/company.

****2. Body Paragraph 1 - Qualifications****

- Highlight your relevant skills and qualifications.
- Provide examples of your experience that relate to the job description.

****3. Body Paragraph 2 - Alignment with Company Values****

- Discuss how your values align with the company's mission or culture.
- Provide a specific example of how you embody these values.

****4. Body Paragraph 3 - Contribution****

- Explain how you can contribute to the company's success.
- Mention any specific projects, ideas, or initiatives you would like to work on.

****5. Conclusion****

- Reiterate your enthusiasm for the role.
- Thank the recipient for considering your application.
- Mention your desire for an interview and provide your contact information again.

Sincerely,
[Your Name]