

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

****[Recipient's Name]****

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****1. Introduction****

- State the position you are applying for.
- Briefly mention how you found out about the opportunity.

****2. Qualifications****

- Highlight relevant education/experience.
- Mention specific skills that make you a suitable candidate.

****3. Motivation****

- Explain why you are interested in the position/company.

****4. Conclusion****

- Thank the recipient for considering your application.
- Express willingness to discuss further in an interview.

Sincerely,

[Your Name]