

[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
- Begin with a strong opening statement.
- Mention the position you are applying for and how you found out about it.
Body Paragraph 1: Background
- Provide a brief overview of your background and qualifications.
- Highlight relevant experience or education related to the job.
Body Paragraph 2: Skills and Achievements
- Discuss specific skills that make you a strong candidate.
- Mention any notable achievements or projects that relate to the position.
Body Paragraph 3: Fit for the Role
- Explain why you are interested in this position and the company.
- Discuss how your goals align with the company's objectives.
Conclusion
- Thank the hiring manager for considering your application.
- Express your eagerness to discuss your application in further detail.
- Provide your availability for an interview.
Sincerely,
[Your Name]