

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

[Opening Paragraph: Introduce yourself and state the position you're applying for.]

[Middle Paragraph(s): Explain your qualifications, skills, and experiences that make you a suitable candidate for the position. Highlight any relevant achievements.]

[Closing Paragraph: Express your enthusiasm for the position, invite the recipient to contact you, and thank them for their consideration.]

Sincerely,
[Your Name]