

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Introduction
- Briefly introduce yourself and state the purpose of the letter.
- Mention the specific position or opportunity you are applying for.
Body Paragraph 1
- Outline your relevant experience and skills.
- Provide specific examples that demonstrate your qualifications.
Body Paragraph 2
- Discuss your motivation for applying and why you are a good fit for the organization.
- Mention any relevant achievements or contributions.
Conclusion
- Reiterate your interest in the position.
- Provide a call to action, expressing your hope for an interview.
- Thank the recipient for their time and consideration.
Sincerely,
[Your Name]