

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and state the position you are applying for. Mention how you found out about the job.]

[Middle Paragraph(s): Highlight your qualifications, skills, and experience relevant to the position. Provide examples of your achievements and how they align with the company's goals.]

[Closing Paragraph: Express your enthusiasm for the position, mention your desire for an interview, and thank the recipient for considering your application.]

Sincerely,
[Your Name]