

Date	[Your Name]
	[Your Address]
	[City, State, Zip Code]
	[Email Address]
	[Phone Number]
Recipient	[Hiring Manager's Name]
	[Company's Name]
	[Company's Address]
	[City, State, Zip Code]
Salutation	Dear [Hiring Manager's Name],
Paragraph 1	I am writing to express my interest in the [job title]
position listed at [where you found the job]. With my background in [your	
field/industry] and [specific skills or experiences], I am confident in	
my ability to contribute effectively to your team.	
Paragraph 2	[Discuss your qualifications, experiences, and what makes
you a good fit for the position, citing specific examples if relevant.]	
Paragraph 3	I am excited about the opportunity to work at [Company's
Name] and contribute to [specific aspect of the company or team]. I look	
forward to the possibility of discussing this exciting opportunity with	
you.	
Closing	Thank you for considering my application. I hope to hear from
you soon.	
Signature	Sincerely,
	[Your Name]