

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

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

Dear [Recipient's Name],

[Opening paragraph: State the purpose of your application and how you learned about the opportunity.]

[Second paragraph: Elaborate on your qualifications, skills, and experiences relevant to the application.]

[Third paragraph: Express enthusiasm for the opportunity and how it aligns with your goals.]

[Closing paragraph: Thank the recipient for considering your application and express your desire for an interview or discussion.]

Sincerely,
[Your Name]