

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[First paragraph: Introduce yourself and state the position you are applying for. Mention how you found the job listing.]
[Second paragraph: Explain your relevant qualifications, experiences, and skills that make you a suitable candidate for the position.]
[Third paragraph: Express your enthusiasm for the role and the company. Mention how you align with the company's values or goals.]
[Closing paragraph: Thank the recipient for considering your application. State that you look forward to the opportunity to discuss your candidacy further.]
Sincerely,
[Your Name]
[Optional: LinkedIn Profile or Personal Website]