

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

Dear [Recipient Name],

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

[Second Paragraph: Highlight your relevant experience, skills, and accomplishments. Discuss how they relate to the job you are applying for.]

[Third Paragraph: Explain why you are interested in this position and what you admire about the company. Show how your values align with theirs.]

[Closing Paragraph: Thank the recipient for considering your application. Express your enthusiasm for the opportunity to discuss your application further.]

Sincerely,  
[Your Name]