

[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],

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

[Body paragraph(s): Highlight your relevant skills, experience, and accomplishments that make you a suitable candidate for the position. Use specific examples that relate to the job description.]

[Closing paragraph: Reiterate your enthusiasm for the position, mention any attachments (e.g., resume), and express your desire for an interview. Thank the reader for their time.]

Sincerely,  
[Your Name]