

[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: Introduce yourself and state the purpose of your letter. Mention the position you are applying for and how you found out about it.]

[Second paragraph: Highlight your qualifications, skills, and relevant experiences. Provide specific examples that relate to the position.]

[Third paragraph: Explain why you are interested in this position and how you can contribute to the company/organization. Mention any alignment with the company's values or goals.]

[Closing paragraph: Thank the recipient for considering your application. Express your enthusiasm for the opportunity to discuss your application further and mention your availability for an interview.]

Sincerely,  
[Your Name]