

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

[Opening paragraph: Introduce yourself and express interest in the position at ZXZ. Mention how you found out about the job and briefly introduce your background.]

[Second paragraph: Highlight your relevant experience, skills, and qualifications that make you a strong candidate for the position. Provide specific examples of your achievements.]

[Third paragraph: Explain why you are particularly interested in working for ZXZ and how you can contribute to the company's goals. Show enthusiasm for the mission and values of the company.]

[Closing paragraph: Thank the hiring manager for considering your application, express your eagerness to discuss your candidacy further, and indicate your availability for an interview.]

Sincerely,
[Your Name]