

``xml Your Name

*Your Address*

Your City Your State Your Zip Code Your Email Your Phone Number Month Day, Year Recipient Name Recipient  
Company

*Company Address*

Company City Company State Company Zip Code Dear [Recipient Name],

[Introductory paragraph introducing yourself and the position you are applying for.] [Main  
paragraph detailing your qualifications, skills, and experience relevant to the position.] [Closing  
paragraph summarizing your enthusiasm for the role and expressing your eagerness for an  
interview.]