

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]

[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state the purpose of the letter. Mention how you found out about the position or company.]

[Middle paragraphs: Highlight your skills, experience, and relevant achievements. Discuss how they align with the company's needs and objectives.]

[Closing paragraph: Express your enthusiasm for the opportunity and your desire for an interview. Thank them for considering your application.]

Sincerely,
[Your Name]