

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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.]

[Middle paragraph(s): Discuss your relevant experience, skills, and achievements. Tailor this section to the specific job and company.]

[Closing paragraph: Express your enthusiasm for the position, thank the recipient for their time, and indicate your desire for an interview.]

Sincerely,
[Your Name]