

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

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

Dear [Hiring Manager's Name],

Introduction:

- Briefly introduce yourself and the position you are applying for.
- Mention how you found out about the job opening.

Body:

- Highlight your relevant experience and skills.
- Explain why you are interested in the position and the company.
- Provide specific examples of how your background makes you a good fit for the job.

Conclusion:

- Express your enthusiasm for the opportunity.
- Mention your willingness to discuss your application in more detail.
- Thank the hiring manager for their time and consideration.

Sincerely,

[Your Name]