

[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: State the position you are applying for and how you found out about it.]

[Body Paragraph 1: Highlight your relevant experience and skills related to the position.]

[Body Paragraph 2: Provide specific examples of your achievements or contributions in previous roles.]

[Body Paragraph 3: Explain why you are a good fit for the company, reflecting your understanding of their values and mission.]

[Closing: Thank the hiring manager for considering your application and express your eagerness for an interview.]

Sincerely,
[Your Name]