

[Your Full Name]
[Your Street Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile URL / Portfolio Link]

[Date]

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

Dear [Hiring Manager's Name],

[Introductory paragraph: Mention the position you are applying for and how you found the listing.]

[Body paragraph 1: Highlight your relevant skills and experience.]

[Body paragraph 2: Explain why you are a good fit for this specific company.]

[Closing paragraph: Request an interview and thank them for their time.]

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]