

**[YOUR NAME]**

[Address] | [Phone] | [Email] | [Portfolio/LinkedIn]  
[Date]

**[Hiring Manager Name]**  
[Company Name]  
[Company Address]

Dear [Name/Hiring Manager],

[Opening Paragraph: Mention the position you are applying for and why you are excited about the company.]

[Body Paragraph 1: Highlight your core skills and how your background aligns with the specific requirements of the job description.]

[Body Paragraph 2: Provide specific examples of achievements, using metrics or data where possible to demonstrate impact.]

[Closing Paragraph: Reiterate interest and provide a call to action for an interview.]

Sincerely,

**[YOUR NAME]**