

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Today's Date]

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

[Salutation]

If you know the name of the hiring manager or recruiter, use their name (e.g., "Dear Mr. Smith"). If you do not know their name, you can use "Dear Hiring Manager" or "Dear [Company's Name] Team".

[Introduction]

In the first paragraph, mention the job you're applying for and where you found the job listing. Briefly introduce yourself and express your interest in the position and the company.

[Body]

This section should be 1-2 paragraphs long. Use this section to highlight your skills and experiences that make you a good fit for the job. Draw attention to the relevant aspects of your resume, and provide specific examples of your achievements and skills that align with the job description. Show that you've done your homework about the company and how you can contribute to their mission or projects.

[Conclusion]

In the final paragraph, reiterate your interest in the position and the company. Thank the hiring manager for considering your application. You can also suggest a follow-up, saying you're looking forward to the possibility of discussing the role in more detail.

[Complimentary Close and Signature]

End your cover letter professionally, such as with "Sincerely" or "Best Regards," followed by your name.

[Enclosure]

If you're submitting your cover letter as a hard copy, you can mention any enclosures (like a resume) at the end. If it's an email, you can mention any attachments.