**Your Name**

professionalemail@email.com | (555) 555-5555

Month day, year

Name of the Hiring Manager

Title of Hiring Manager

Name of the Company

Street Address

City, State Zip

Dear Mr./Mrs./Ms./Mx./Dr./Hiring Manager,

The opening paragraph should introduce yourself, the job you are applying for, and where you found the position. Write 1 – 2 factors that MOST attracted you to the company/position.

The body paragraph(s): you will identify 2 – 3 skills/abilities/experiences that will be valuable to the employer. Use the job description to find out what the employer is looking for.

The closing paragraph should thank the reader for their time. Invite the employer to follow up for an interview. Tell them how to contact you and restate your interest in the position.

Best/Sincerely,

Your name