<name>

<email> | <phone> | <extra>

<date>

Dear <company> Hiring Manager,

I am excited to have the opportunity to apply to <company> for the <position> position. <paragraph1>

<paragraph2>

Please find my attached resume, which details my experience and qualifications for the <position> position. If you have any questions, please do not hesitate to contact me and I will be happy to explain further. Thank you for your time and consideration.

Sincerely,

<name>