<name>

<email> | <phone> | <extra>

<date>

Dear <company> Hiring Manager,

I’m excited to apply for the <position> position at <company>. <paragraph1>

<paragraph2>

<paragraph3>

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, I’d be happy to discuss further. Thank you for your time and consideration.

Sincerely,

<name>