Date

Salutation [Dear Mr., Ms., etc]

[First paragraph sells you and your accomplishments and intrigues hiring manager to read second paragraph.]

[Second paragraph connects dots between what you’ve done and what you’d need to do and intrigues you to read third paragraph.]

[Third paragraph shows you’ve done your research and emphasizes that you could hit the ground running. It prompts them to call you.]

Warm regards or Warmly,

Name

Phone

Email