

January 2023

Hiring Manager
Company Name
Address
City, State ZIP Code

Dear Hiring Manager,

First Paragraph: Introduce yourself and express your interest in the position. Explain how you found out about the job and why you think you would be a good fit.

Second Paragraph: Highlight your relevant skills and experiences that make you a strong candidate for the position. Mention specific examples of how your skills and experiences match the requirements of the job.

Third Paragraph: Show your enthusiasm and interest in the company. Explain why you are interested in working for the company specifically and what you believe you can contribute to the company.

Fourth Paragraph: Close the letter by thanking the hiring manager for considering your application and expressing your availability for an interview.

Sincerely,

Your Name