Your name  
Your address  
Your email address  
Your phone number

Date

Name of hiring manager or supervisor  
Title of hiring manager or supervisor  
Company name  
Company address

Salutation [Dear Mr./Ms.],

Outline where you saw the job posting and express your interest in working in this role.

Discuss some of your qualifications that would make you a good fit for the job.

Describe your past experience in a way that emphasizes your personality and skills, while also showcasing how you align with the goals of the company.

Express your appreciation to the hiring manager for reviewing your letter. Include any follow-up information, if applicable.

Closing [Sincerely, Best]  
Your signature  
Your name (printed)