[YOUR FULL NAME]

[CITY, STATE] | [PHONE] | [EMAIL]

[DATE]

Re: [ROLE TITLE] - [COMPANY NAME]

Dear [HIRING CONTACT OR TEAM],

[OPENING: Identify the role you are applying for. Describe your actual background and explain how it connects to one or two needs in the vacancy.]

[PRIMARY WORK EXAMPLE: Describe a relevant task you performed, the details you checked and what you did when information was unclear. State your own contribution and actual responsibility.]

[SECOND RELEVANT EXAMPLE: Explain another task that supports the vacancy. Name the process or tool only if you used it, and include results only when you can verify them.]

[CLOSING: Explain your interest in this work, thank the hiring team and express willingness to discuss your experience. Include availability only when requested or relevant.]

Sincerely,
[YOUR FULL NAME]