

John Doe
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Anytown, USA 12345
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(123) 456-7890
[Date]

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to submit my resume for the [Job Title] position at [Company Name]. I have attached my resume and cover letter for your review. I believe my skills and experiences align well with the requirements of this role.

I appreciate your time and consideration, and I look forward to the opportunity to discuss my application with you.

Thank you.

Sincerely,
John Doe

Attachments:

1. Resume
2. Cover Letter