

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

[Introductory paragraph: State the position you are applying for and how you discovered it.]

[Body paragraph 1: Briefly explain your relevant experience and skills.]

[Body paragraph 2: Highlight specific achievements or projects that demonstrate your qualifications.]

[Closing paragraph: Express enthusiasm for the position and mention your desire for an interview.]

Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Sincerely,

[Your Name]

Enclosures: [List of enclosed documents, e.g., Resume, References, etc.]