

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

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

Dear [Employer's Name],

[Paragraph 1: Introduction - State the position you are applying for and how you found out about it.]

[Paragraph 2: Body - Highlight your relevant skills, experiences, and accomplishments. Connect them to the job role.]

[Paragraph 3: Conclusion - Express your enthusiasm for the position, mention any attached documents (like your resume), and state your desire for an interview.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]