

[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],
Introduction
[Briefly introduce yourself and the position you are applying for.
Mention how you found out about the job.]
Body Paragraph 1: Qualifications
[Discuss your relevant qualifications and skills. Highlight your
experiences that relate to the position.]
Body Paragraph 2: Motivation
[Explain why you are interested in this position and what attracts you to
the company. Mention any specific factors that motivate you.]
Body Paragraph 3: Contribution
[Describe how you believe you can contribute to the company and the role.
Be specific about what you can bring to the team.]
Conclusion
[Summarize your interest in the position and express willingness to
discuss your application further. Thank the employer for their time.]
Sincerely,
[Your Name]