

[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: Brief introduction; state the position you are applying for and how you heard about it.]

[Paragraph 2: Highlight your relevant skills, experience, and achievements that make you a strong candidate for the role.]

[Paragraph 3: Express enthusiasm for the position and the company; mention how you align with their values or goals.]

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

Sincerely,

[Your Name]

[Optional: Add a personal touch with a hand-drawn signature or unique border design around the letter.]