

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Website (if applicable)]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]  
Dear [Employer's Name],  
[Introduction: State the position you are applying for and how you found out about it.]  
[Body Paragraph 1: Briefly describe your relevant experience and skills that make you a suitable candidate for the job.]  
[Body Paragraph 2: Mention any specific achievements or projects that highlight your qualifications and demonstrate your value to the company.]  
[Conclusion: Express your enthusiasm for the position and the company, and mention your desire for an interview to discuss your application further.]  
Sincerely,  
[Your Name]