

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 experience, skills, and accomplishments that make you a suitable candidate.]

[Paragraph 3: Conclusion - Express your enthusiasm for the position and your desire for an interview.]

Thank you for considering my application.

Sincerely,

[Your Name]