

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

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

Dear [Employer's Name],

[Opening Paragraph: Introduce yourself and state the position you are applying for. Mention how you found out about the job.]

[Middle Paragraph(s): Discuss your relevant experience, skills, and accomplishments. Explain why you are a good fit for the position and how you can contribute to the company.]

[Closing Paragraph: Express your enthusiasm for the opportunity, mention your attached resume, and indicate your desire for an interview. Thank the employer for their time.]

Sincerely,
[Your Name]