

[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],

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

[Middle paragraphs: Highlight your qualifications, skills, and experiences that make you a suitable candidate for the position. Tailor this section to the job description.]

[Closing paragraph: Express your enthusiasm for the position and the company. Mention that you have attached your resume and any other requested documents. State your willingness to discuss your application further in an interview.]

Thank you for considering my application. I look forward to the opportunity to contribute to [Company's Name].

Sincerely,

[Your Name]

[Attachment: Resume]