

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, 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 Paragraph(s): Highlight your relevant experience, skills, and achievements that make you a suitable candidate for the position. Tailor this section to the job description and company values.]

[Closing Paragraph: Express your enthusiasm for the position and the company. Mention your desire for an interview and provide your availability.]

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for the role.

Sincerely,  
[Your Name]