

[Your Name]
[Your Address]
[City, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, Zip Code]

Dear [Employer's Name],

[Opening paragraph: Introduce yourself and the position you are applying for, and mention how you heard about the job opportunity.]

[Second paragraph: Briefly highlight your relevant experience and skills, emphasizing how they align with the job requirements.]

[Third paragraph: Provide specific examples of your achievements or contributions in previous roles that demonstrate your abilities.]

[Closing paragraph: Express your enthusiasm for the opportunity, mention your desire for an interview, and thank the employer for their time.]

Sincerely,
[Your Name]