

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, Postal Code]

Dear [Employer's Name],

[Opening paragraph: Introduce yourself and state the position you are applying for, along with how you found out about it.]

[Second paragraph: Highlight your relevant skills, experience, and why you are a good fit for the position.]

[Third paragraph: Explain your motivation for wanting to work at the company and how you align with their values or goals.]

[Closing paragraph: Thank the employer for considering your application, express your enthusiasm, and mention your availability for an interview.]

Sincerely,

[Your Name]