

[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],

[Paragraph 1: Introduction]

- Introduce yourself and the position you are applying for.
- Mention how you found out about the job.

[Paragraph 2: Relevant Experience]

- Highlight your relevant skills and experiences.
- Provide specific examples of past work or projects related to the job.

[Paragraph 3: Fit for the Company]

- Explain why you are interested in the company and the role.
- Discuss how your goals align with the company's values or mission.

[Paragraph 4: Conclusion]

- Reiterate your enthusiasm for the position.
- Mention your availability for an interview and thank them for their consideration.

Sincerely,

[Your Name]