

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

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

[Middle Paragraph: Highlight your relevant experience, skills, and accomplishments. Use specific examples that demonstrate your qualifications for the position.]

[Closing Paragraph: Express your enthusiasm for the role and the company. Mention your desire for an interview and thank them for considering your application.]

Sincerely,

[Your Name]

[Attachment: Resume]