

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

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

Dear [Employer's Name],

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

[Second Paragraph: Highlight your relevant skills, experiences, and achievements that make you a suitable candidate for the job. Use specific examples to demonstrate your qualifications.]

[Third Paragraph: Express your enthusiasm for the position and the company. Mention any knowledge you have about the company culture or projects that resonate with you.]

[Closing Paragraph: Thank the employer for considering your application. Mention that you have attached your resume for more details and express your hope for the opportunity to interview.]

Sincerely,

[Your Name]

[Attachment: Resume]