

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 state the position you are applying for, along with how you found out about the job.]

[Second paragraph: Briefly explain your background, experience, and why you are a good fit for the position.]

[Third paragraph: Mention your enthusiasm for the role and the company, and express your desire to discuss your application further.]

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]