

[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],

I am writing to apply for the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my skills and experience in [Your Relevant Skills/Experience], I am excited about the opportunity to contribute to your team.

I have [briefly discuss your relevant experience or education], which has prepared me well for this role. I am particularly drawn to [specific aspect of the company or position], and I believe my [specific skills or qualities] would be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name].

Sincerely,
[Your Name]

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