

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

[Second paragraph: Highlight your relevant experience and skills that make you a good fit for the position. Include specific examples.]

[Third paragraph: Discuss why you are interested in the company and how you align with its values or goals.]

[Closing paragraph: Thank the employer for considering your application and express your enthusiasm for the opportunity to discuss your candidacy further.]

Sincerely,
[Your Name]