

[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],

[Paragraph 1: Introduction - State the position you are applying for and how you found out about it.]

[Paragraph 2: Body - Highlight your relevant experience, skills, and why you would be a great fit for the company.]

[Paragraph 3: Conclusion - Thank the employer for considering your application and express your desire for an interview.]

Sincerely,
[Your Name]