

[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 state the position you are applying for. Mention how you found out about the job opportunity.]

[Second Paragraph: Highlight your relevant experience, skills, and achievements. Tailor this section to match the job description and company values.]

[Third Paragraph: Explain why you are interested in this role and the company. Mention what you can bring to the team or how you align with their goals.]

[Closing Paragraph: Express your enthusiasm for the position, mention your enclosed resume, and request an opportunity for an interview. Thank them for their time.]

Sincerely,

[Your Name]

[Optional: LinkedIn Profile or Professional Website]