

[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.]  
[Body paragraph 1: Briefly explain your qualifications and experiences  
relevant to the position.]  
[Body paragraph 2: Highlight specific achievements or skills that set you  
apart from other candidates.]  
[Closing paragraph: Express your enthusiasm for the position and your  
desire for an interview. Thank the employer for considering your  
application.]  
Sincerely,  
[Your Name]