

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

[Opening Paragraph - Introduction]

- Introduce yourself and state the position you are applying for.
- Mention how you found out about the job.

[Second Paragraph - Qualifications]

- Highlight your relevant skills and experiences.
- Provide specific examples that demonstrate your abilities.

[Third Paragraph - Fit for the Company]

- Discuss why you are interested in the company and how your values align.
- Mention any research you've done about the company culture or projects.

[Closing Paragraph - Call to Action]

- Express your enthusiasm for the position.
- Indicate your desire for an interview and thank them for their consideration.

Sincerely,
[Your Name]