

[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, and how you found out about the job opportunity.]

[Middle Paragraph(s): Highlight your relevant experience, skills, and achievements that relate to the position. Provide specific examples to demonstrate your qualifications.]

[Closing Paragraph: Express your enthusiasm for the role and the company, and mention your desire for an interview to discuss your application further.]

Thank you for considering my application.

Sincerely,

[Your Name]