

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 heard about the job.]

[Body Paragraph 1: Highlight your relevant skills and experiences. Discuss specific achievements and how they relate to the job.]

[Body Paragraph 2: Explain why you are interested in the company and how your values align with theirs. Share what you can bring to the team.]

[Closing Paragraph: Thank the employer for considering your application. Express enthusiasm for the opportunity to interview and provide your contact information.]

Sincerely,
[Your Name]