

[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],

[Introduction: State the position you are applying for and how you heard about it.]

[Body Paragraph 1: Highlight your relevant skills and experiences that make you a suitable candidate for the position.]

[Body Paragraph 2: Discuss your understanding of the company's values and how your background aligns with them.]

[Body Paragraph 3: Mention any specific achievements or projects that demonstrate your qualifications.]

[Closing: Express your enthusiasm for the position and the opportunity to contribute to the company. Include a call to action, such as a request for an interview.]

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]