

[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],  
[First Paragraph: Introduction]  
[State the position you are applying for and how you found out about it.  
Mention any connections to the company, if applicable.]  
[Second Paragraph: Background]  
[Provide a brief summary of your professional background and relevant  
skills or experiences that relate to the position.]  
[Third Paragraph: Fit and Contribution]  
[Explain why you are a good fit for the role and how you can contribute  
to the company's goals or objectives. Highlight specific examples or  
achievements.]  
[Fourth Paragraph: Closing]  
[Express your enthusiasm for the position and the company. Mention your  
desire for an interview and thank the employer for considering your  
application.]  
Sincerely,  
[Your Name]