

[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],

I am writing to express my interest in the PJ position at [Company's Name] as advertised [where you found the job listing]. With my relevant skills and experience, I am excited about the opportunity to contribute to your team.

I have [mention specific relevant experience or skills]. I am particularly drawn to this position because [reason related to the company or position].

I appreciate your consideration and look forward to the opportunity to discuss how I can contribute to [Company's Name]. Thank you for your time.

Sincerely,  
[Your Name]