

[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 found out about it.]

[Body Paragraph 1 - Explain your qualifications and relevant experience.]

[Body Paragraph 2 - Highlight specific skills or achievements that make you a strong candidate for the role.]

[Conclusion - Reiterate your interest in the position and express your desire for an interview.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]