

[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],

[Opening paragraph: Introduce yourself and state the position you are applying for, along with how you found out about the job opportunity.]

[Middle paragraphs: Elaborate on your qualifications, relevant experience, and skills that make you a suitable candidate for the role. Highlight specific achievements or projects.]

[Closing paragraph: Express your enthusiasm for the role and the company, and indicate your desire for an interview. Thank the employer for considering your application.]

Sincerely,
[Your Name]