

[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.]

[Second paragraph: Explain your relevant experience and skills that make you a suitable candidate for the position.]

[Third paragraph: Express enthusiasm for the role and the company, and how you align with their values or mission.]

[Closing paragraph: Thank the employer for their time and express your desire for an interview.]

Sincerely,
[Your Name]