

[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],

[Opening paragraph: Introduce yourself and state the position you are applying for. Mention where you found the job listing.]

[Middle paragraphs: Discuss your qualifications, skills, and relevant experiences. Align them with the job requirements and company values. Use specific examples to showcase your achievements.]

[Closing paragraph: Express your enthusiasm for the position and the company. Mention that you have attached your resume for further details and indicate your willingness to discuss your application in an interview.]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name].

Sincerely,

[Your Name]