

[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: Briefly introduce yourself and the position you are applying for. Mention how you found the job listing and express your enthusiasm for the role.]

[Body Paragraph 1: Highlight your relevant skills, qualifications, and experiences that make you a strong candidate for the position. Use specific examples to illustrate your points.]

[Body Paragraph 2: Discuss why you are interested in the company and how your values align with theirs. Mention any knowledge you have about the company's projects or goals.]

[Conclusion: Summarize your interest in the position and express your desire for an interview. Thank the employer for considering your application.]

Sincerely,
[Your Name]