

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

[Opening Paragraph: Introduce yourself, mention the position you are applying for, and how you found out about the job.]

[Second Paragraph: Highlight your relevant experience, skills, and achievements. Explain how they relate to the job description.]

[Third Paragraph: Demonstrate your knowledge of the company and explain why you are interested in working there. Mention how you can contribute to the company's goals.]

[Closing Paragraph: Thank the employer for considering your application, express your eagerness for an interview, and provide your contact information.]

Sincerely,  
[Your Name]