

[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:
[State the position you are applying for and how you found out about it.]
Why You Want the Job:
[Explain why you are interested in this position and company.]
Your Qualifications:
[Highlight your relevant experience, skills, and accomplishments that
make you a suitable candidate.]
Closing:
[Express enthusiasm for the opportunity to discuss your application and
provide your availability for an interview.]
Thank you for considering my application. I look forward to your
response.
Sincerely,
[Your Name]