

```
| **Column A** | **Column B** | |
|---|---|---|
| **[Your Name]** | |
| **[Your Address]** | |
| **[City, State, Zip]** | |
| **[Email Address]** | |
| **[Phone Number]** | |
| | |
| | **[Date]** | |
| | |
| **[Employer's Name]** | |
| **[Company Name]** | |
| **[Company Address]** | |
| **[City, State, Zip]** | |
| | |
| **Dear [Employer's Name],** | |
| | |
| **[Intro Paragraph introducing yourself and the position you are
applying for.]** | |
| | |
| **[Body Paragraph discussing your qualifications and experience
relevant to the job.]** | |
| | |
| **[Closing Paragraph thanking the employer and expressing eagerness to
discuss further.]** | |
| | |
| **Sincerely,** | |
| | **[Your Name]** |
```