

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 how you found out about the job.]

[Middle Paragraph(s): Highlight your relevant skills and experiences. Explain why you are a good fit for the position and the company. Use specific examples.]

[Closing Paragraph: Express enthusiasm for the opportunity. Mention your desire for an interview and how you will follow up.]

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]