

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

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

[Middle paragraphs: Highlight your relevant skills, experiences, and qualifications that make you a suitable candidate for the position. Include specific examples when possible.]

[Closing paragraph: Express enthusiasm for the opportunity, mention your attached resume, and indicate your willingness to discuss your application in more detail.]

Sincerely,
[Your Name]