

[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],

[Introduction: State the position you are applying for and how you found out about it.]

[Body Paragraph 1: Highlight your relevant experience and skills. Explain why you are a good fit for the position.]

[Body Paragraph 2: Discuss your passion for the industry or company, and how your values align with theirs.]

[Conclusion: Thank the employer for their time, express your eagerness for the opportunity, and suggest a follow-up.]

Sincerely,
[Your Name]