

[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: Briefly introduce your background and relevant experiences.]

[Body Paragraph 2: Highlight key skills or accomplishments that relate to the position.]

[Body Paragraph 3: Express enthusiasm for the company and position, and how you can contribute to their success.]

[Closing: Thank the employer for considering your application and state your desire for an interview.]

Sincerely,
[Your Name]