

[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],

[Your introduction - state the position you are applying for and how you found out about it.]

[Your relevant experience or skills - highlight how your background makes you a suitable candidate.]

[Your specific achievements or contributions - provide examples of past successes relevant to the position.]

[Your closing - express enthusiasm for the opportunity and mention that you look forward to discussing your application.]

Thank you for considering my application.

Sincerely,

[Your Name]