

[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

- Briefly introduce yourself and the position you are applying for.
- Mention how you found out about the job opening.

Body Paragraph 1

- Highlight your relevant skills and experiences.
- Provide specific examples of your accomplishments related to the role.

Body Paragraph 2

- Discuss your understanding of the company and its values.
- Explain why you are a good fit for the company culture.

Conclusion

- Reiterate your enthusiasm for the position.
- Thank the employer for considering your application.
- Mention that you look forward to the opportunity for an interview.

Sincerely,

[Your Name]