

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

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

Dear [Employer's Name],

[Opening Paragraph: Introduce yourself and state the position you are applying for, how you found out about the job, and a brief statement about why you are interested.]

[Middle Paragraph(s): Highlight your relevant experience, skills, and accomplishments. Explain how they align with the job requirements and the company's goals.]

[Closing Paragraph: Reiterate your enthusiasm about the opportunity, mention your attached resume, and express your willingness to discuss your application in further detail.]

Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,
[Your Name]