

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, Postal Code]

Dear [Employer's Name],

[Introduction: Briefly introduce yourself and the position you are applying for. Mention how you found out about the job opportunity.]

[Body Paragraph 1: Highlight your relevant experience and skills that align with the job description. Provide specific examples that demonstrate your qualifications.]

[Body Paragraph 2: Discuss your motivation for applying to the company and how you can contribute to their goals. Show knowledge of the company's values and mission.]

[Conclusion: Express your enthusiasm for the opportunity to interview and discuss your application further. Thank the employer for their time and consideration.]

Sincerely,

[Your Name]