

[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],

[Opening paragraph: Introduce yourself and express your interest in the position. Mention how you found out about the job.]

[Second paragraph: Highlight your relevant experience and skills that make you a suitable candidate for the job. Provide specific examples where possible.]

[Third paragraph: Explain why you are interested in the company and how you align with its values or mission.]

[Closing paragraph: Thank the employer for considering your application. Express your eagerness for the opportunity to discuss your application in further detail.]

Sincerely,
[Your Name]