

[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: State the position you are applying for and how you found out about it.]

[Body Paragraph 1: Describe your relevant skills and experience.]

[Body Paragraph 2: Discuss why you are interested in the position and the company.]

[Conclusion: Express your enthusiasm for the opportunity and suggest a meeting or interview.]

Thank you for considering my application.

Sincerely,

[Your Name]