

[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],

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

[Body Paragraph 1: Describe your relevant experience and skills. Highlight specific achievements and how they relate to the position.]

[Body Paragraph 2: Discuss your understanding of the company and its values. Explain why you are a good fit for their team and mission.]

[Closing Paragraph: Express your enthusiasm for the position. Mention your desire for an interview and provide your contact information again.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]