

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

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

Dear [Employer's Name],

[Introduction: Briefly introduce yourself and state the position you are applying for.]

[Paragraph 1: Highlight your relevant experience and skills that make you a suitable candidate for the position.]

[Paragraph 2: Discuss your understanding of the company and how your values align with their mission.]

[Paragraph 3: Mention any additional qualifications or experiences that set you apart from other candidates.]

[Conclusion: Reiterate your enthusiasm for the position and express your desire for an interview.]

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,  
[Your Name]