

[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
- Mention how you found out about the job

Body Paragraph 1

- Highlight your relevant experience and skills relevant to the position
- Provide examples of past achievements

Body Paragraph 2

- Discuss your motivations for applying to the company
- Explain how your values align with the company's mission

Conclusion

- Reiterate your interest in the position
- Encourage the employer to contact you for an interview

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

Sincerely,  
[Your Name]