

[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],

[Opening Paragraph: Introduce yourself and the position you are applying for. Include a hook that captures attention.]

[Second Paragraph: Highlight your relevant skills and experiences. Use creative storytelling or unique examples that align with the job.]

[Third Paragraph: Explain why you are specifically interested in this company and how you can contribute to their goals. Mention any shared values or vision.]

[Closing Paragraph: Thank the employer for their time, express your enthusiasm for the opportunity, and encourage them to reach out for a discussion.]

Sincerely,
[Your Name]