

[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],

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

[Middle Paragraphs: Discuss your qualifications, relevant experience, and skills that make you a good fit for the position. Use specific examples and highlight accomplishments that relate to the job description.]

[Closing Paragraph: Express your enthusiasm for the role and the company. Mention your desire for an interview to discuss how you can contribute to the team, and thank the employer for considering your application.]

Sincerely,  
[Your Name]