

[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: Introduce yourself and state the position you are applying for. Mention how you learned about the job opening.]

[Second Paragraph: Explain why you are a good fit for the position. Highlight relevant experience, skills, or accomplishments related to the job.]

[Third Paragraph: Discuss your enthusiasm for the company and the specific role. Mention any research you've done about the company and how your values align with theirs.]

[Closing Paragraph: Thank the employer for considering your application. Mention your desire for an interview and provide your contact information again.]

Sincerely,
[Your Name]