

[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],

[Introductory paragraph: Introduce yourself and state the position you are applying for. Mention how you found out about the job opportunity.]

[Body paragraph 1: Highlight your relevant experience and skills. Use specific examples to demonstrate your qualifications.]

[Body paragraph 2: Discuss what you can bring to the organization and how your goals align with the company's mission.]

[Closing paragraph: Thank the employer for considering your application and express your desire for an interview. Mention that you look forward to discussing your application further.]

Sincerely,
[Your Name]