

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

[Introduction: State the position you are applying for, where you found the job listing, and a brief introduction about yourself.]

[Body Paragraph 1: Discuss your relevant experience, skills, and achievements that make you a good fit for the position.]

[Body Paragraph 2: Highlight additional skills or experiences that would be beneficial for the role, and mention why you are interested in the company.]

[Conclusion: Thank the employer for considering your application, express your enthusiasm for the opportunity, and mention your desire for an interview.]

Sincerely,  
[Your Name]