

[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 state the position you are applying for.]

[Second Paragraph: Discuss your qualifications and why you are a good fit for the position.]

[Third Paragraph: Conclude with a call to action and express your enthusiasm for the opportunity.]

Sincerely,  
[Your Name]