

[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 found out about the job opening.]

[Middle paragraphs: Highlight your relevant experience, skills, and accomplishments. Discuss why you are a good fit for the role and the company.]

[Closing paragraph: Express your enthusiasm for the position and mention your desire for an interview. Thank the employer for their time and consideration.]

Sincerely,  
[Your Name]