

[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 and where you found the job listing. Include a brief introduction about yourself.]

[Body Paragraph 1: Highlight your relevant experience and skills that make you a strong candidate for the position. Mention specific achievements or responsibilities from previous roles.]

[Body Paragraph 2: Discuss your understanding of the company and how your values align with its mission. Express your enthusiasm for the role and the company.]

[Closing Paragraph: Reiterate your interest in the position and the company. Invite the employer to contact you for an interview. Thank them for considering your application.]

Sincerely,
[Your Name]