

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

[First Paragraph: State the position you are applying for and where you found the job posting.]

[Second Paragraph: Briefly describe your qualifications, experience, and why you are a good fit for the position.]

[Third Paragraph: Express your enthusiasm and thank the employer for considering your application.]

Sincerely,

[Your Name]

[Attachment: Resume]