**First Name Last Name**

Phone number | email

current date

Employer name / business

Street address

City, State, Zip Code

Dear Hiring Manager,

Paragraph 1: Introduce yourself. Name the position you are applying to and where you heard about the position. With my skills and experience, I would be a great asset to your company.

Paragraph 2: With 3-5 sentences, list the skills and experience you have for the position and why you would be a great fit for the company.

Paragraph 3: Thank them for their time and consideration. Provide employer with your phone number and email that they can reach you by for an interview.

Sincerely,

Your Name