[Date]

Mrs./Ms./Mr. [Insert Name]

[Title Details]

[Address Line 1]

[Address Line 2]

Dear Mrs./Ms./Mr. [Insert Name]:

Introduction: State your reason for writing. Name the specific position or type of work for which you are applying. (Mention how you heard about the opening, if appropriate.)  
  
Body: Explain why you are interested in working for that employer, or in that field of work, and what your qualifications are. Highlight two to three achievements that relate to the position and field. Refer the reader to the enclosed resume, application, and/or portfolio.  
  
Closing: Thank the reader for his or her time and consideration. Indicate your desire for an interview and provide your contact information. If the employer is willing to accept phone calls, state that you will call to discuss the possibility of scheduling an interview.

Sincerely,

[Insert Name]