[Your Name]

[City, State] | [Phone] | [Email]

[Date]

Dear [Hiring manager's name, or: Hiring Manager],

I am applying for the [job title] position at [employer and location], which I saw on [where you found it].

I have [number] years of experience in [type of work] at [employer or kind of workplace], where I [one thing you did that matches the posting, with a number if you have one]. I am [one quality the posting asks for, shown by something true, for example: the person my manager called when a shift needed covering].

I can work [your availability, for example evenings and weekends] and can start on [start date]. I would welcome the chance to talk about the job.

Thank you for your time,
[Your Name]
[Phone] | [Email]