

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

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [mention where you found the job listing, e.g., on your website, job board]. With a background in [Your Field/Industry] and experience in [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe an achievement or responsibility related to the job]. This experience has equipped me with [mention relevant skills or qualities] which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [specific skill or area] to your team and help [mention any specific goals or projects of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please find my resume attached for more details.

Sincerely,

[Your Name]

[Attachment: Resume]