

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and experience in [Relevant Experience/Skills], I am confident in my ability to contribute effectively to your team at [Company's Name].

I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your organization.

Thank you for considering my application.

Sincerely,  
[Your Name]