

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your 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 on [where you found the job listing]. With my background in [Your Field/Industry] and [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 [describe a relevant achievement or responsibility]. This experience has equipped me with [mention any relevant skills or competencies]. I am particularly drawn to [Company's Name] because [mention something you admire about the company or why you want to work there].

I am eager to bring my [mention specific strengths or experiences] to [Company's Name]. I would welcome the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,
[Your Name]