

[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 Industry/Field] and my skills in [specific skills related 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 honed my abilities in [relevant skills or areas of expertise] and prepared me to effectively tackle the challenges presented in the [Job Title] position.

I am particularly drawn to [Company's Name] because [reason specific to the company or its values/mission]. I admire your commitment to [specific detail about the company] and am eager to bring my background in [Your Industry/Field] to help further [Company's Name]'s goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team.

Sincerely,  
[Your Name]