

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With over [number] years of experience in [your field/industry], I have developed a strong skill set that aligns with the requirements of this role.

In my previous position at [Previous Company Name], I successfully [mention a relevant achievement or responsibility that highlights your skills]. This experience honed my ability to [related skill or quality relevant to the new position]. Additionally, my expertise in [another relevant skill or software] allows me to contribute effectively to your team from day one.

I am particularly drawn to this opportunity at [Company Name] because [mention something specific about the company or its projects that attracts you]. I believe that my background in [specific experience or skill] combined with my passion for [related interest] will enable me to make a meaningful impact as a part of your team.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]