

[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 at [Company's Name] as advertised [where you found the job listing]. With a background in [Your Field/Expertise] and [X years] of experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility], which resulted in [measurable outcome]. This experience honed my skills in [relevant skills] and prepared me to tackle [specific challenges related to the job].

I am particularly drawn to [Company's Name] because [reason why the company appeals to you or how it aligns with your goals]. I am eager to bring my expertise in [specific skills related to the job] to help achieve [specific goals or projects of the company].

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]