

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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/Domain] and [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a significant achievement or responsibility]. This experience honed my skills in [specific skills or tools relevant to the job], which I believe will be beneficial in this position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [your area of expertise] to your team and help [mention a goal or objective related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]

Enclosure: Resume