

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[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 on [where you found the job posting]. With a strong background in [your relevant experience or field], I am excited about the opportunity to contribute to your team.

In my previous role as [Your Previous Job Title] at [Your Previous Company Name], I successfully [mention a relevant achievement or responsibility that relates to the job you're applying for]. This experience has equipped me with [specific skills or knowledge relevant to the new job], making me a strong candidate for 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 believe that my skills in [list a few relevant skills or experiences] will allow me to effectively contribute to [specific goals or projects at the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Please feel free to contact me at [your phone number] or [your email] to arrange a conversation.

Sincerely,  
[Your Name]