

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and my experience at [Relevant Work Experience or Company], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I [describe a relevant responsibility or achievement]. This experience honed my skills in [relevant skills related to the job], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to this role at [Company's Name] because [specific reason related to the company or its projects/values]. I admire [mention any relevant company qualities or initiatives], and I am excited about the opportunity to bring my unique skills to your team.

I have attached my resume for your review and would appreciate the chance to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am eager to provide more information about my qualifications in a personal interview.

Sincerely,
[Your Name]