

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your 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 a background in [your relevant experience or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I [mention a relevant achievement or responsibility that illustrates your skills]. I am particularly drawn to this position at [Company's Name] because [explain why you are interested in the role and company].

I am confident that my skills in [relevant skills] and my dedication to [relevant quality or goal related to the job] will make me a valuable asset to your team. I am looking forward to the possibility of discussing how I can contribute to the continued success of [Company's Name].

Thank you for considering my application. I hope to discuss my application with you further. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]