

[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 [specific job title] position at [Company's Name] as advertised [where you found the job listing]. With a background in [your field or relevant experience] and a passion for [related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility that aligns with the job]. My experience in [specific skills or tools relevant to the job] has equipped me with a unique perspective and the ability to [mention a relevant soft skill or trait].

I am particularly drawn to [Company's Name] because of [something specific about the company or its values that resonates with you]. I believe my skills in [mention a relevant skill or experience] align well with the needs of your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms relate to the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,  
[Your Name]