

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Experience] and a passion for [Relevant Interest/Skill], I am excited about the opportunity to contribute to [Company's Name].

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

I am particularly drawn to [Company's Name] because [reason related to the company/industry]. I admire [specific aspect of the company or its mission] and see an exciting opportunity to [what you hope to achieve or contribute].

I look forward to the possibility of discussing how my skills, experience, and interests align with the goals of [Company's Name]. Thank you for considering my application. Please find my resume attached.

Sincerely,
[Your Name]