

[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 [where you found the job listing]. With a background in [Your Field/Industry] and experience in [Specific Skills or Experiences Relevant to the Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I successfully [describe a relevant achievement or responsibility], which resulted in [positive outcome]. This experience has equipped me with the [specific skills or qualities that relate to the job you are applying for]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its values that resonates with you].

I am excited about the opportunity to [mention any potential contributions you could make to the company]. I believe that my skills in [relevant skills] align well with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can be a perfect fit for the [Job Title] position at [Company's Name].

Sincerely,  
[Your Name]