

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

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 skills in [specific skills relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [briefly describe a relevant accomplishment or responsibility], which resulted in [quantifiable outcome or benefit]. I am particularly drawn to this position at [Company's Name] because [state why you are interested in the company or position].

I am confident that my [mention any additional relevant experience, skills, or education] make me a perfect fit for this role. I would love the opportunity to discuss how my background and enthusiasm can serve [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]