

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With my background in [Your Professional Field/Area of Expertise] and [X years of experience/relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company Name], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable results or benefits]. This experience honed my skills in [specific skills relevant to the job], and reinforced my commitment to [related aspect of the job or company's mission].

I am particularly drawn to this opportunity at [Company Name] because [mention what attracts you to the company or role]. I admire [specific company achievement, value, or project], and I am eager to bring my expertise in [your skill or experience] to [specific goal related to the position or company].

Attached to this letter, you will find my resume for more details on my qualifications. I am looking forward to the possibility of discussing how my skills and experiences align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]