

[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 on [Where You Found the Job Listing]. With my background in [Your Field/Industry] and a strong expertise in [Relevant Skills/Qualifications], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I [Briefly describe your responsibilities or achievements that relate to the job]. This experience has equipped me with [Mention skills or experiences relevant to the position]. I am particularly drawn to this position at [Company's Name] because [Explain why this company or role interests you].

Throughout my career, I have demonstrated [Highlight specific skills or experiences that align with the job requirements]. I am eager to bring my [Your Unique Selling Points] to [Company's Name] and help achieve [Company Goals or Values].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]