

[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 my background in [Your Field/Industry] and my passion for [related interest], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience has equipped me with excellent [relevant skills] and a deep understanding of [related industry knowledge]. I am particularly drawn to [Company's Name] because of [something specific about the company or its mission].

I am eager to bring my expertise in [specific skills or experiences] to [Company's Name] and collaborate with your team to achieve [Company's goals or projects]. I welcome the opportunity to discuss how my skills and experiences align with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]