

[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 a background in [Your Field/Industry] and a proven track record of [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [relevant achievement or responsibility]. This experience honed my skills in [specific skills or tools related to the position], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to this position because [specific reason related to the company or role], and I believe my [relevant qualities or experiences] will allow me to make a meaningful impact at [Company's Name].

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]