

[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 listed at [where you found the job posting]. With my background in [Your Field/Industry] and [relevant experience or skills], I believe I am a strong candidate for this role.

[Paragraph 1: Briefly introduce your professional background and key accomplishments related to the job.]

[Paragraph 2: Discuss specific skills and experiences that make you a fit for the position, using examples.]

[Paragraph 3: Express enthusiasm for the role and the company, and mention how you can contribute to their goals.]

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]