

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

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 experience in [specific skills or accomplishments], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific task/achievement related to the job]. This experience helped me develop [mention relevant skills or experiences], which I believe will be beneficial for [Company's Name].

I am particularly drawn to this position because [a reason related to the company or role]. I admire [specific aspect of the company or industry] and am excited about the opportunity to [how you can contribute to the role/company].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,

[Your Name]

[Attachment: Resume]