

[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 keen interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. With my extensive experience in [your field/industry] and a proven track record of [specific achievement or skill], I am confident in my ability to contribute significantly to your team.

In my previous role at [Previous Company Name], I successfully [specific accomplishment], which resulted in [impact of your achievement, e.g., increased revenue, improved processes, etc.]. This experience honed my skills in [relevant skills] and instilled a strong commitment to [related aspect of job or industry].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its mission], and I am excited about the opportunity to [how you plan to contribute or grow within the company].

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team.

Sincerely,
[Your Name]