

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 posting]. With my background in [Your Field/Industry] and proven skills in [relevant skills or experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Employer], I [describe relevant experience, accomplishments, or responsibilities]. This experience has equipped me with [mention any specific skills or knowledge relevant to the job].

I am particularly impressed by [mention something specific about the company or its projects/initiatives that resonates with you], and I am eager to bring my [specific skills or experiences] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,  
[Your Name]