

[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 listed at [where you found the job posting] on [date]. With my background in [your field/industry], I am confident in my ability to contribute effectively to your team at [Company's Name].

I hold a [Your Degree] in [Your Major] from [Your University] and have [number] years of experience in [relevant experience or industry]. My expertise in [specific skills relevant to the job] has equipped me with the tools necessary to succeed in this role.

During my time at [Previous Company/Experience], I [mention a relevant achievement or responsibility that showcases your skills]. This experience has honed my abilities in [related skills or competencies] and demonstrates my commitment to [related value or goal relevant to the position].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I am eager to bring my background in [specific skills or experiences] along with my passion for [related passion] to [Company's Name].

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]