

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 on [where you found the job listing]. With my background in [Your Field/Industry] and [number] years of experience in [specific skills or roles], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to [Company's Name] because of [something specific about the company or its projects/values], and I am eager to bring my expertise in [specific relevant skills] to help achieve [specific goals or projects of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name].

Sincerely,  
[Your Name]