

[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] for [Company's Name]. With my background in [your field/industry] and relevant skills, I am excited about the opportunity to contribute to your team.

My experience includes [briefly highlight relevant experience, skills, or achievements related to the job]. I am particularly drawn to this position because [explain why you are interested in the company and the role].

I have attached my resume for your review, which provides further details about my professional background. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]