

[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 a background in [Your Relevant Experience or Field], I am excited about the opportunity to contribute to [Company's Name] and support its mission to [Company's Mission or Goals].

In my previous role at [Your Last Company's Name], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [mention specific skills related to the job], allowing me to [describe how you can apply these skills to the job you're applying for].

I am particularly drawn to this position because [mention what interests you about the job or company]. I believe that my background in [state relevant experience or skills] aligns well with the requirements of this role.

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,  
[Your Name]