

[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 formally apply for [position name] at [Company's Name]. I came across this opportunity through [source of job listing], and I believe my skills and experiences align well with the requirements of the role.

In my previous position at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience has provided me with a strong foundation in [relevant skills or areas relevant to the job you are applying for].

I am particularly drawn to [Company's Name] because [briefly explain what attracts you to the company or its mission]. I am eager to contribute to [specific project or company goal] and collaborate with a talented team to achieve [desired outcome].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can contribute to the continued success of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]