

[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 [specific position] at [Company's Name], as advertised on [where you found the job listing]. With my background in [your field or area of expertise] and my passion for [related interest or skill], I believe I would be a great fit for your team.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my ability to [mention a skill or quality relevant to the new position], which I believe will help me contribute positively to [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] because [reason you are interested in this company or position]. The prospect of [mention an aspect of the company's work or values that resonates with you] excites me, and I am eager to bring my [specific skills or qualities] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]