

[Your Name]  
[Your Address]  
[City, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Source of Job Posting]. With a background in [Your Field/Industry] and [X years of experience or relevant qualifications], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the job].

I am particularly drawn to this position at [Company's Name] because [mention why you are interested in the role/company]. I admire [specific company value, project, or accomplishment], and I believe my skills in [relevant skills] align well with your team's goals.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]