

[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 [Position Title] at [Company's Name], as advertised [where you found the job listing]. With my background in [your field/industry] and my experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility, project, or achievement that aligns with the job you're applying for]. This experience has equipped me with the skills necessary to [describe how your skills will help the employer].

I am particularly drawn to this position because [mention something specific about the company or its mission that appeals to you]. I believe my expertise in [relevant skills or knowledge] will enable me to [explain how you can benefit the company or the team].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am eager to contribute to your team and help achieve [specific goal or project related to the company].

Sincerely,  
[Your Name]