

[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 [Job Title] position at [Company's Name], as advertised [where you found the job listing]. With my background in [Your Field/Industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe relevant experience, skills, and achievements that relate to the job you are applying for]. 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 what you admire about the company or how you align with its values or goals]. I believe my skills in [mention pertinent skills] would be a great match for your needs.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,  
[Your Name]