

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and proven skills in [specific skills relevant to the job], I am confident in my ability to contribute effectively to your team.

I have [mention relevant experience or achievements briefly]. My passion for [industry/field] aligns with [Company Name]'s mission to [mention company values or goals].

I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]