

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, Postal Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position advertised on [Where You Found the Job Listing]. With my background in [Your Field/Industry] and [number] years of experience, I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Description of Relevant Experience or Accomplishments]. This experience has equipped me with skills in [Specific Skills Related to Job] that I believe will make me a valuable asset to your team.

I am particularly drawn to this position at [Company's Name] because [Reason Specific to the Company or Role]. I admire [Company's Values/Goals] and would be thrilled to bring my expertise in [Your Expertise Areas] to help achieve those objectives.

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

Sincerely,  
[Your Name]