

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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/Area of Expertise] and my passion for [relevant passion related to the job], I am confident that I can contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe key responsibilities or achievements related to the new job]. This experience has equipped me with strong skills in [mention relevant skills] that align with the requirements of the [Job Title] position.

I am particularly drawn to this opportunity at [Company Name] because [mention something specific about the company or its projects that excites you]. I admire [Company's value, vision, or recent project], and I would be thrilled to bring my expertise in [Your Expertise] to help achieve [Company's goal related to the position].

I have attached my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]