

[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 [specific job title] position at [Company Name], as advertised [mention where you found the job listing]. With my background in [your field or area of expertise] and my passion for [industry or company mission], I am excited about the opportunity to contribute to your team.

My experience in [relevant experience or skills] has equipped me with the necessary skills to thrive in this role. In my previous position at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my abilities in [related skills], which I believe will be beneficial for [Company Name].

I am particularly drawn to this role at [Company Name] because [mention something specific about the company or its projects that interests you]. I am confident that my skills in [list specific skills] can help achieve [mention a company goal or project].

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]
[Attachment: Resume]