

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my skills in [mention relevant skills/experience] and a proven track record of [mention relevant achievements or experiences], I am confident that I would be a valuable asset to your team.

In my previous role at [Your Previous Company], I [describe a relevant responsibility or achievement]. This experience honed my abilities in [relevant skills] and allowed me to [mention specific outcomes or skills developed].

I am particularly impressed by [mention something specific about the company or its values], and I am excited about the opportunity to contribute to such innovative work at [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,  
[Your Name]