

[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 [Job Title] position at [Company's Name], as advertised on [where you found the job listing]. With my background in [your field/industry] and proven skills in [specific skills or experiences relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [specific achievement or responsibility], which resulted in [quantifiable outcome or impact]. My experience in [related experience] has equipped me with a unique perspective that I believe aligns well with [Company's Name]'s goals.

I am particularly drawn to this position because [specific reason related to the company or role], and I am eager to bring my skills in [mention relevant skills or tools] to enhance your team's efforts.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email].

Sincerely,  
[Your Name]