

[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 [where you found the job listing]. With my background in [Your Field/Industry] and skills in [relevant skills], I believe I can make a valuable contribution to your team.

[Paragraph 1: Briefly introduce yourself and your current situation/experience.]

[Paragraph 2: Highlight relevant experience, skills, or achievements that relate to the job.]

[Paragraph 3: Explain why you are specifically interested in this position and company.]

I am excited about the opportunity to bring my [specific qualities or skills] to [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]