

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 posting]. With a background in [Your Field/Industry] and a passion for [related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or accomplishment]. This experience honed my skills in [relevant skills], which I believe would be valuable in this position. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I admire [specific company initiative or value], and I am eager to bring my skills to your team to help achieve [specific company goal or mission].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Warm regards,
[Your Name]