

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and [Number of Years] years of experience, I am confident in my ability to contribute effectively to your team at [Company's Name]. In my previous role at [Your Previous Company], I [Describe an relevant achievement or responsibility that relates to the job you're applying for]. I have a proven track record of [Highlight a key skill or capability that is a match for the job].

I am particularly drawn to this opportunity at [Company's Name] because [Mention something specific about the company or role that excites you]. I believe my skills in [List relevant skills] will be an excellent match for this position.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms will be in line with the goals of [Company's Name].

Sincerely,  
[Your Name]