

[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 my skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the necessary skills to [mention how your skills align with the job]. I am excited about the opportunity to bring my expertise to [Company's Name] and contribute to [specific project or company goal]. I am particularly drawn to this position because [mention something specific about the company or its mission that resonates with you]. I believe my values align with [Company's Name]'s commitment to [mention relevant company values or goals], and I am eager to be a part of such a dedicated team.

Enclosed is my resume for your review. I look forward to the opportunity to discuss my application further. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]