

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and [Number] years of experience in [Relevant Skill or Industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility related to the job]. This experience honed my skills in [relevant skills], which I believe are crucial for the [Job Title] position at [Company Name].

I am particularly drawn to this role because [reason specific to the company or position]. I admire [specific quality or project of the company], and I am eager to bring my expertise in [your skills or experience] to your team.

I have attached my resume for your review and would welcome the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am excited about the direction your company is heading.

Sincerely,
[Your Name]