Application for [Position Title]

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Employer's Name],

I am writing to apply for the [Position Title] at [Company Name] as advertised [where you found the job listing]. I believe my skills in [Your Skills/Experience Related to Job] make me a suitable candidate for this role.

[Briefly describe your relevant experience and achievements]

I am excited about the opportunity to contribute to [Company Name] and am looking forward to discussing my application in more detail. Thank you for considering my application.

Sincerely,

[Your Name]