

[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 on [where you found the job posting]. With my background in [your field/industry] and a strong commitment to [specific skill or value related to job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to excel in the [Job Title] position, such as [list relevant skills or experiences].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values]. I admire [specific aspect of the company], and I believe my experiences align well with your company's goals.

I have attached my resume for your review and would welcome the chance to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for your time and consideration. I look forward to the possibility of contributing to [Company's Name].

Sincerely,
[Your Name]