

[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 [Position Name] at [Company's Name], as advertised [where you found the job listing]. With a background in [Your Industry/Field] and several years of experience in [specific skills or roles], 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 honed my skills in [mention relevant skills or tools], which I believe would be beneficial in achieving the goals of [Company's Name].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that you admire]. I am eager to bring my expertise in [specific skill or area of knowledge] to your team and help drive [specific goal or project related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name].

Sincerely,  
[Your Name]