

[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 posting]. With a background in [Your Field/Industry] and experience in [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility that showcases your qualifications]. This experience honed my skills in [mention relevant skills] and equipped me with the ability to [mention how you can contribute to the new company].

I am particularly drawn to this position at [Company's Name] due to [mention something specific about the company or its values that resonates with you]. I am eager to bring my expertise in [relevant skills or experiences] to further support your team.

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

Sincerely,  
[Your Name]