

[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 [where you found the job listing]. With my background in [Your Field/Expertise] and a proven record of [specific skills or experiences relevant to the position], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills relevant to the new job], which I understand are critical for the [Job Title] role.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its goals that resonates with you]. I am eager to contribute to your team by [briefly explain how you can add value].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and how I can contribute to [Company's Name]. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for an interview.

Sincerely,
[Your Name]