

[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]. With my background in [Your Field/Area of Expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company's Name], I [Briefly describe your relevant experience or achievements]. I believe that my skills in [Relevant Skills] make me a strong candidate for this position.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name].

Sincerely,
[Your Name]