

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[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 listing]. With my background in [Your Field/Industry] and a proven record of [specific achievements or skills relevant to the job], I am excited about the opportunity to contribute to your team.

[In this paragraph, expand on your experience, skills, and achievements that relate to the position. Use specific examples to demonstrate your qualifications.]

I am particularly impressed by [something specific about the company or its projects], and I believe that my skills in [relevant skill or experience] would enable me to make a positive impact at [Company's Name].

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]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]