

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With a background in [Your Field/Industry] and [number] years of experience in [specific skills or experiences relevant 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 achievement or responsibility that aligns with the job]. This experience honed my skills in [mention specific skills related to the job description], which I believe will be valuable in [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or its projects that interests you]. I am eager to bring my expertise in [your skills/areas of knowledge] to help achieve [Company's goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Warm regards,

[Your Name]