

[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 [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant experience or skills], I am confident that I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], which I am excited to bring to the team at [Company's Name].

What excites me most about this opportunity at [Company's Name] is [mention something specific about the company or its projects that interests you]. I am looking forward to the possibility of contributing to [specific goal or value of the company] with my expertise.

Thank you for considering my application. I hope to discuss how my background, skills, and enthusiasms align with the needs of your team. I look forward to the opportunity for an interview.

Sincerely,
[Your Name]