

[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 on [where you found the job listing]. With a background in [Your Field/Industry] and a passion for [specific interest related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the necessary skills to [explain how your skills relate to the job]. I am particularly drawn to [Company's Name] because of [mention something specific about the company or its values that resonates with you]. I believe that my [specific skills or experiences] align with your company's goals, and I am eager to bring my expertise in [specific area] to your team.

Enclosed is my resume for your review. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]