

[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 posting]. With my background in [Your Field/Industry] and a proven record of [relevant experience or skills], I believe I would be a great fit for your team. In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience has equipped me with [skills or qualifications relevant to the position] that I am eager to bring to [Company's Name].

I am particularly attracted to this position because [specific reason related to the company or role]. I am excited about the opportunity to contribute to your team's success and help [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]