

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Expertise] and experience in [Relevant Experience], I am excited about the opportunity to contribute to [Company's Name].

I have [briefly describe your relevant skills, experiences, or achievements]. My [specific skills or characteristics] make me a strong candidate for this role. I am particularly drawn to [Company's Name] because [reason related to the company or position].

I would welcome the chance to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Attachment: Resume]