

[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 listed at [Where You Found the Job Posting] for [Company's Name]. With a background in [Your Field/Industry] and [Number of Years] years of experience, I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience honed my skills in [relevant skills related to the job description], which I believe would be beneficial to your team at [Company's Name].

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or its goals/values]. I am eager to bring my expertise in [specific skills or experiences] to contribute to your continued success.

I have included references from [Number] professionals who can attest to my qualifications and work ethic:

1. [Reference Name] - [Reference Position] at [Reference Company] - [Contact Information]
2. [Reference Name] - [Reference Position] at [Reference Company] - [Contact Information]
3. [Reference Name] - [Reference Position] at [Reference Company] - [Contact Information]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the team at [Company's Name].

Sincerely,
[Your Name]