

[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 on [where you found the job posting]. With my background in [Your Field/Expertise] and a proven record of [specific achievement or experience related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience honed my skills in [relevant skills] and reinforced my passion for [industry/field]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its mission].

I am enthusiastic about the possibility of bringing my unique expertise in [your skills or experiences relevant to the job] to [Company's Name]. I am committed to [what you are committed to that aligns with the job or company's goals], and I believe that my skills would be a great fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]