

[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 [where you found the job posting]. With my background in [Your Field/Area of Expertise] and [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the job]. I am particularly drawn to this position at [Company's Name] because [reason specific to the company or role].

I am excited about the opportunity to bring my unique strengths to your esteemed company. I am looking forward to discussing how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I hope to discuss my application further in a personal interview.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]