

[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]. With my background in [Your Field/Area of Expertise] and [Number] years of experience in [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 [Describe a Relevant Achievement or Responsibility]. This experience honed my skills in [Specific Skills Related to Job], and I am excited about the opportunity to bring my expertise to [Company's Name].

I am particularly drawn to this position because [Reason You Are Interested in the Job/Company]. I admire [Something Specific About the Company] and feel my background in [Relevant Skills or Experience] aligns well with your team's goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and passion for [Field/Industry] can contribute to the continued success of [Company's Name]. Please find my resume attached for your review.

Sincerely,  
[Your Name]