

[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 at [Company's Name] as advertised [where you found the job listing]. With a background in [Your Field/Industry] and skills in [relevant skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job]. This experience honed my skills in [mention relevant skills or experiences], allowing me to [explain how this relates to the new job].

I am particularly impressed by [something you admire about the company or its projects/initiatives], and I believe that my [specific skills or experiences] will enable me to make a valuable contribution to your team. I have attached my resume for your review. I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing my application with you in more detail.

Sincerely,

[Your Name]

[Attachment: Resume]