

[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 listed at [Where You Found the Job Posting] on [Date]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Last Company], I successfully [Briefly Describe an Achievement or Responsibility Related to the Job]. This experience has equipped me with [Relevant Skill or Knowledge], which I believe will be beneficial for the [Job Title] position.

I am particularly drawn to this role at [Company's Name] because [Reason Why You Are Interested in the Company/Position]. I am eager to bring my expertise in [Specific Area Related to the Job] to your team and assist in [Company's Goal or Project Related to the Position].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]

[Attachment: Resume]