

[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 my background in [Your Field/Industry] and my skills in [Key Skills Related to the Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I was responsible for [specific responsibilities or achievements], which helped me develop [relevant skills or experiences]. I am particularly drawn to this opportunity at [Company's Name] because [reasons for your interest in the company or position].

I have attached my resume for your review, which provides further details about my professional journey. I am excited about the possibility of bringing my unique expertise to [Company's Name], and I look forward to the opportunity to discuss my application in more detail.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]  
[Attachment: Resume.pdf]