

[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 listed on [where you found the job posting] at [Company's Name]. With my background in [Your Field/Experience] and my skills in [Specific Skills Related to the Job], I believe I am a strong candidate for this role.

I have attached my resume for your review, which provides further details about my professional background and achievements. I have also included a reference PDF highlighting [briefly mention what is included in the reference PDF, such as letters of recommendation or testimonials].

I am excited about the opportunity to contribute to [Company's Name] and am looking forward to the possibility of discussing my application in more detail. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Attachment: Resume, References.pdf]