

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and [mention relevant experience or skills], I believe I am a strong candidate for this role.

In my previous position at [Previous Company Name], I successfully [describe a relevant achievement or responsibility that relates to the job], which has equipped me with the skills necessary for [specific tasks relevant to the new job]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its values that resonates with you].

I have attached my resume for your consideration. I would welcome the opportunity to discuss my application in further detail and look forward to the possibility of contributing to your team. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]