

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

In my previous role at [Your Last Company's Name], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [related skills or tools] and reinforced my commitment to [related value or objective relevant to the job].

I am particularly drawn to this position because [mention specific reasons related to the company or role]. I admire [something specific about the company or its mission], and I believe my [specific experience or skill] aligns well with your needs.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email].

Sincerely,  
[Your Name]