

[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 [relevant skills or experience], I believe I am a strong candidate for this role.

In my previous position at [Your Last Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with a solid understanding of [related industry knowledge or skills]. I am particularly drawn to [Company's Name] because [reason you are interested in the company or its projects]. I am excited about the opportunity to contribute to your team and help [mention a specific goal or project related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I hope to hear from you soon to schedule an interview.

Sincerely,  
[Your Name]