

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

I have [briefly highlight relevant experience, achievements, or qualifications]. I believe my skills align well with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name].

Sincerely,
[Your Name]