

[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 formally submit my application for the [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or insights relevant to the job]. I am particularly drawn to this position at [Company's Name] because [mention what excites you about the company or the role].

I have attached my resume for your review, which provides further detail about my qualifications. I am looking forward to the possibility of discussing my application in more detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Attachment: Resume]