

[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 [Position Title] at [Company's Name] as advertised on [Where You Found the Job Posting]. With my experience in [Your Field/Industry] and a strong background in [Relevant Skills/Experience], I am confident in my ability to contribute effectively to your team.

During my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my abilities in [specific skills related to the job], which I believe aligns well with the requirements for the [Position Title] role. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I admire your commitment to [mention relevant company projects or initiatives], and I am eager to bring my expertise in [Your Skills] to support your goals.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can be an asset to your team. Thank you for considering my application.

Sincerely,  
[Your Name]