

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position that was recently advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my experience in [Relevant Experience], I believe I would be a valuable addition to your team at [Company Name].

I have [number] years of experience in [specific skills or achievements]. I am particularly drawn to this position because [reason for interest in the company/role]. I have attached my resume for your consideration and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]