

[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 listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and relevant skills in [Specific Skills Related to the Job], I believe I would be a valuable addition to your team at [Company's Name].

In my previous role at [Your Previous Company], I [Briefly Describe Your Achievements or Responsibilities]. This experience has equipped me with [Relevant Skills/Abilities], which I am eager to bring to [Company's Name].

I am particularly drawn to this position because [Reason Why You Want the Job/Company]. I admire [Something Specific About the Company or Its Values], and I am excited about the opportunity to contribute to [Specific Projects or Goals].

Thank you for considering my application. I look forward to the possibility of discussing my application with you further. I am available for an interview at your earliest convenience.

Sincerely,

[Your Name]

[Attachment: Resume]