

[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 on [where you found the job posting]. With my background in [Your Field/Industry] and my skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that demonstrates your qualifications for the job]. This experience has equipped me with a solid foundation in [mention specific skills or knowledge relevant to the job]. I am particularly drawn to this position at [Company's Name] because [reason related to the company or job description]. I admire [specific aspect of the company or its mission], and I believe that my skills in [relevant skills] align well with your needs.

Enclosed is my resume, which further details my professional journey. I look forward to the opportunity to discuss how my experiences align with the goals of [Company's Name]. Thank you for considering my application.  
Sincerely,

[Your Name]  
[Attachment: Resume]