

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 that was advertised on [where you found the job listing]. With [number] years of experience in [Your Industry/Field] and a proven track record of [specific achievements or skills related to the job], I am confident in my ability to contribute effectively to your team at [Company's Name]. Throughout my career, I have successfully [mention relevant experience or projects], which has equipped me with a solid foundation in [skills relevant to the job]. At my previous position at [Your Last Company], I was responsible for [specific responsibilities], leading to [mention any significant outcomes or achievements]. My experience has taught me the importance of [mention any relevant qualities or professional values]. I am particularly excited about the opportunity at [Company's Name] because [mention specific reasons related to the company's values, mission, or projects that resonate with you]. I believe my expertise in [specific relevant skills or areas of knowledge] aligns well with the goals and challenges faced by your team.

I have attached my resume for your consideration, which provides further details about my professional journey. I look forward to the chance to discuss how my background, skills, and enthusiasms align with the needs of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]