

[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 listed at [where you found the job posting]. With my background in [Your Field/Industry] and [relevant skills or experiences], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [describe key achievements or responsibilities that relate to the job]. My experience has equipped me with strong [mention relevant skills or attributes related to the job], which I believe will be an asset in this position.

I am particularly drawn to [Company's Name] because [mention specific reason related to the company or its goals], and I am eager to bring my skills in [mention specific skills relevant to the job] to your team.

I have included my resume for your review, along with references who can attest to my qualifications and work ethic:

1. [Reference Name, Job Title, Company, Phone Number, Email]
2. [Reference Name, Job Title, Company, Phone Number, Email]
3. [Reference Name, Job Title, Company, Phone Number, Email]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name].

Sincerely,
[Your Name]