

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 a strong commitment to [relevant skills or attributes], I am excited about the opportunity to contribute to [Company's Name].

I have [number] years of experience in [specific area/industry], where I have developed skills in [specific skills relevant to the job]. I am particularly drawn to this position because [reason related to the job or company], and I believe my expertise in [related experience or achievement] will allow me to make a valuable contribution to your team. Enclosed is my resume, which further details my professional journey. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am looking forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application. I hope to speak with you soon.  
Sincerely,  
[Your Name]