

[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 on [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [Relevant Skills or Experience], I believe I would be a valuable addition to your team at [Company's Name]. In my previous role at [Your Last Company], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable outcome, if possible]. This experience has equipped me with a solid foundation in [related skills or knowledge relevant to the job].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its projects/values that appeals to you]. I am eager to bring my expertise in [specific skills or knowledge] to contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity to discuss my application further. Please find my resume attached for your reference.

Sincerely,

[Your Name]
[Attachment: Resume]