

[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [specific skills/experiences relevant to the job], I am confident that I would make a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience helped me develop [skills relevant to the new job], which I am eager to bring to [Company's Name]. I am particularly impressed by [something notable about the company or its mission], and I believe my values align closely.

I am excited about the opportunity to contribute to [specific project or goal of the company], and I am looking forward to the chance to discuss how my expertise can support your team's success. Thank you for considering my application. I hope to discuss my candidacy further in an interview.

Sincerely,

[Your Name]

[Attachment: Resume]