

[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 at [Company's Name] as advertised on [where you found the job listing]. With my extensive experience in [Your Field/Expertise] and a passion for [relevant aspect of the industry/company], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or duty]. This experience honed my skills in [specific skills relevant to the job], making me a perfect fit for your needs.

What excites me most about the position at [Company's Name] is [mention something specific about the company or its projects]. I am eager to bring my [skills/qualities] to your team and help contribute to [specific goals/values of the company].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Attachment: Resume]