

[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 at [Where You Found the Job Posting]. With [number] years of experience in [Your Field/Industry], I possess a strong background in [relevant skills or experiences] that align with the requirements of this role.

At [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome]. I am excited about the opportunity to bring my expertise in [specific skills] to [Company's Name] and contribute to [specific goals or projects of the company].

I have attached my resume for your review. I would welcome the chance to discuss how my background, skills, and enthusiasms match the needs of your team.

Thank you for considering my application.

Sincerely,  
[Your Name]