

[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 posting]. With my background in [Your Field/Industry], and my passion for [related skills or interests], I believe I am a perfect fit for your team.

I graduated from [Your University] with a degree in [Your Degree] and have [X years of experience] working in [Your Industry/Field]. During my time at [Previous Company/Experience], I successfully [mention a relevant achievement or responsibility that relates to the job].

I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company or role]. Additionally, my skills in [specific skills related to the job] align well with the requirements of the role.

Enclosed is my resume for your consideration. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]