

[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 [where you found the job listing]. With a background in [Your Field/Industry] and [number] years of experience in [related skills/positions], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility related to the job]. This experience has equipped me with the skills to [mention how your skills relate to the job description].

I am particularly drawn to this position at [Company's Name] because [mention what you find appealing about the company or role]. I admire [mention something specific about the company or its values] and I believe my background in [related experience or skill] will allow me to contribute positively to your team.

I look forward to the opportunity to discuss how my experience and skills could be beneficial to [Company's Name]. Thank you for considering my application. I hope to hear from you soon to schedule a conversation.

Sincerely,
[Your Name]