

[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 [position title] at [Company's Name] as advertised [where you found the job listing]. With my background in [your field/area of expertise] and a passion for [related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [mention a positive outcome]. This experience honed my skills in [specific skills related to the job], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission]. I believe my [skill/attribute] aligns well with your goals and would allow me to make a meaningful contribution.

I look forward to the possibility of discussing how I can support your team. Thank you for considering my application.

Sincerely,
[Your Name]