

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my abilities in [mention relevant skills or experiences that relate to the job you're applying for].

I am particularly drawn to this position at [Company's Name] because [explain why you are interested in the company/position]. I admire [something specific about the company] and I am excited about the opportunity to [explain what you hope to do in the role or how you align with the company's goals].

Enclosed is my resume that further outlines my qualifications. I would love the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]