

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

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 listing]. With a strong background in [Your Field/Experience] and proven skills in [relevant skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [specific achievement or responsibility related to the job]. This experience has equipped me with the necessary skills to [mention relevant skills or qualities that match the job description].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or team that excites you]. I admire [specific project or value of the company], and I believe my expertise in [your relevant expertise] aligns perfectly with your team's objectives.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name]. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,  
[Your Name]