

[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 Posting]. With my background in [Your Field/Industry] and experience in [Specific Skills or Experience Relevant to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills] and provided me the opportunity to [what you learned or accomplished]. I believe this aligns perfectly with the goals of [Company's Name].

I am particularly drawn to this position because [specific reason related to the company or position that excites you]. I am eager to bring my skills in [another relevant skills or area] to [Company's Name] and support [specific team or project mentioned in the job description].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]