

[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 the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my skills in [relevant skills] and my background in [your field or experience], I am confident in my ability to contribute effectively to your team.

I hold a [Your Degree] in [Your Field] from [Your University], and I have [number] years of experience in [relevant experience or field]. During my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my abilities in [specific skills or tasks relevant to the job].

I am particularly impressed by [Company's Name]'s commitment to [mention any relevant company values, projects, or initiatives]. I believe that my [specific skills or traits] align well with your team's focus on [related aspect of the job or company].

I am enthusiastic about the opportunity to join [Company's Name] and contribute to [specific goals or projects]. I would appreciate the chance to discuss how my background, skills, and enthusiasms can meet the needs of your team.

Thank you for considering my application. I look forward to the opportunity for an interview.

Sincerely,  
[Your Name]