

[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 [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [describe a relevant achievement or responsibility], which resulted in [positive outcome]. This experience has equipped me with the skills necessary to excel in the [Job Title] role at [Company's Name].

I am particularly drawn to this position because [mention what you find appealing about the company or role]. I believe that my [mention specific skills or attributes that relate to the job] would be a great match for your company's goals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name].

Sincerely,  
[Your Name]