

[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 [specific job title] position listed at [where you found the job posting]. With my background in [your field/experience] and a proven track record of [specific skills or accomplishments related to the position], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific accomplishment or responsibility that relates to the new job], which resulted in [quantifiable outcome or improvement]. I believe that my skills in [specific skills] will enable me to [specific contribution you hope to make].

I am particularly drawn to this position because [reason related to the company or position that excites you]. I admire [something about the company or its values] and I would love to be part of a team that [what the team/role does].

I am looking forward to the opportunity to discuss my application further and how I can contribute to your team. Thank you for considering my application. I hope to provide further insight into my qualifications in an interview.

Sincerely,
[Your Name]