

[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 my background in [Your Field/Skill] and experience in [Relevant Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [mention a specific requirement of the job you're applying for]. I am particularly drawn to this role at [Company's Name] because [mention something specific about the company or role that interests you].

I look forward to the opportunity to discuss how my qualifications align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]