

[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 [where you found the job listing]. With my background in [Your Field/Industry] and experience in [specific skills or experiences related to the job], I am confident in my ability to contribute effectively to your team.

[In this paragraph, explain why you are a good fit for the position. Highlight specific experiences and skills that align with the job requirements. Mention any relevant achievements or contributions you have made in previous roles.]

I am particularly drawn to [Company's Name] because [mention something specific about the company that attracts you]. I admire [talk about the company's values, projects, or achievements] and I am eager to bring my expertise in [mention skills relevant to the job] to your organization. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]