

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to apply for 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 excited about the opportunity to contribute to your team.

I am particularly drawn to [Company's Name] because [specific reason related to the company/role]. I believe my skills in [specific skills/competencies] align well with the requirements of the position.

I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,
[Your Name]