

[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 [Position Title] at [Company's Name] as advertised on [where you found the job posting]. With my experience in [your relevant experience or field], and a strong passion for [industry or job-related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills], which aligns perfectly with the requirements for the [Position Title] position at [Company's Name].

I am particularly drawn to [Company's Name] because [specific reason related to the company's values, mission, or projects]. I admire [something notable about the company], and I believe my background in [your field or expertise] would allow me to add value to your team.

Enclosed is my resume that provides further detail about my qualifications. I would love the opportunity to discuss how my experiences and vision align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]