

[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 [number] years of experience in [specific skills or functions relevant to the job], I am excited about the opportunity to contribute to your team.

Throughout my career, I have demonstrated my ability to [mention a relevant achievement or experience that fits the job]. I am particularly drawn to this position at [Company's Name] because [mention what excites you about the company or role].

I have attached my resume for your review, which provides further details about my qualifications and achievements. I am looking forward to the possibility of discussing how my skills and experiences align with the needs of your team.

Thank you for considering my application. I hope to hear from you soon to schedule a conversation.

Sincerely,  
[Your Name]