

[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 express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing].

I believe my skills in [relevant skills or experiences] make me a strong candidate for this role. I am particularly drawn to [specific aspect of the company or role] and am eager to contribute to [how you can add value].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]