

[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 background in [Your Field/Expertise] and my passion for [Specific Aspect of the Role/Industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills relevant to the job], which I believe would be valuable for [Company's Name].

I am particularly drawn to this position because [mention what attracts you to the company or role]. I admire [something specific about the company or its values] and I am eager to bring my [specific skill or attribute] to your organization to help achieve [Company's Goal].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Warmest regards,
[Your Name]