

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listed at [Company's Name] as advertised on [where you found the job posting]. With my background in [Your Field/Industry] and proven skills in [specific skills relevant to the job], I believe I would be a valuable addition to your team.

During my time at [Your Previous Company/Institution], I successfully [briefly describe relevant experience or accomplishments]. This experience equipped me with [mention specific skills or knowledge applicable to the job], which I am excited to bring to [Company's Name]. I am particularly drawn to this position because [mention what attracts you to this specific job or company].

I have attached my resume for your review. I would appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am eager to discuss my application in more detail.

Sincerely,
[Your Name]