

[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 at [Company's Name], as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry] and my qualifications, including [Specific NQ Qualifications], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed a strong skill set that includes [List Relevant Skills]. I believe these abilities, combined with my [Experience/Background], position me well for this role. My [Specific Experience or Project] has equipped me with [Specific Skills or Knowledge] that directly aligns with the requirements of the position. I am particularly drawn to [Company's Name] because of [Something Specific About the Company or Its Values/Goals]. I am eager to bring my expertise in [Your Area of Expertise] to your team and help [Company's Name] achieve its objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I can be reached at [Your Phone Number] or [Your Email Address] to arrange a convenient time for us to speak.

Sincerely,  
[Your Name]