

[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 listed at [Where You Found the Job Posting]. With a [Your Degree] in [Your Field] and over [Number] years of experience in [Relevant Experience], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job you are applying for]. This experience honed my skills in [relevant skills] and allowed me to [explain how this experience has prepared you for the job].

I am particularly drawn to this position because [specific reason related to the company or position], and I believe my background in [mention relevant expertise] aligns well with the goals of [Company's Name].

I have attached my resume for your review and would welcome the opportunity to discuss how my experience and skills can benefit your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am eager to provide further insights into my qualifications.

Sincerely,
[Your Name]