

[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 [number] years of experience in [specific skills or areas relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or accomplishment]. This experience honed my skills in [specific skills related to the job], which I believe will be valuable in the [Job Title] position at [Company's Name].

I am particularly drawn to this role at [Company's Name] because [reason specific to the company or role]. I admire [something notable about the company] and am excited about the opportunity to be a part of such a passionate team.

I have attached my resume for your review and would welcome the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,  
[Your Name]