

[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 [Where You Found the Job Posting]. With [Number] years of experience in [Your Field/Industry] and a strong background in [Specific Skills or Areas], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Key Achievement or Responsibility Related to the Job]. This experience has equipped me with [Relevant Skills or Knowledge Related to the Job Position], which I believe would make me a valuable addition to your team.

I am particularly drawn to this position at [Company's Name] because [Reason why you want to work for this company or in this role]. I admire [Company's Values, Projects, or Goals], and I am eager to bring my skills in [Specific Skills] to help achieve these objectives.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my experiences and skills align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]