

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a proven track record of [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job you are applying for]. This experience has equipped me with valuable skills such as [list relevant skills] that I believe will be beneficial in the [Job Title] role.

I am particularly drawn to this position because [mention specific reasons related to the company or role that motivate you]. I admire [Company's Name]'s commitment to [something notable about the company or its mission], and I am eager to bring my expertise in [related skill or experience] to contribute to your team's success.

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 am excited about the possibility of contributing to [Company's Name] and am available for an interview at your earliest convenience.

Sincerely,
[Your Name]