

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant experience or achievement]. This experience has equipped me with the skills required to [mention skills relevant to the job].

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I believe that my skills in [specific skills related to the job] align well with your needs, and I am eager to bring my expertise in [mention another relevant skill or experience].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,  
[Your Name]