

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 at [Company's Name] as advertised [where you found the job listing]. Having previously held the position of [Your Prior Job Title] at [Previous Company Name], I believe my experience uniquely qualifies me to contribute positively to your team.

In my previous role, I successfully [describe a relevant responsibility or achievement]. This experience honed my skills in [relevant skills] and allowed me to [describe how it impacted the company or led to success]. I am excited about the opportunity to bring my expertise in [specific area related to the new role] to [Company's Name].

I am particularly drawn to this position at [Company's Name] because [explain why you want to work for this company or in this position]. I am confident that my background and dedication will help me excel in your team and contribute to achieving [Company's Name]'s goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my previous experience and skills align with the needs of your team.

Sincerely,
[Your Name]