

[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 on [where you found the job posting]. With a strong background in [Your Field/Industry] and [X years] of experience in [specific skills or areas], I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific relevant skills], which I believe will be beneficial for [Company's Name] as you strive to [mention a relevant company goal or value].

I am particularly drawn to this position because [mention what excites you about the job or company]. I admire [Company's Name] for [specific attribute or achievement of the company], and I am eager to bring my expertise in [your specialty] to your team.

I have included references who can speak to my qualifications and work ethic:

1. [Reference Name]
[Reference Position]
[Reference Company]
[Reference Phone Number]
[Reference Email]
2. [Reference Name]
[Reference Position]
[Reference Company]
[Reference Phone Number]
[Reference Email]

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

Sincerely,
[Your Name]