

[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [your field/industry] and my skills in [relevant skills/experience], I am confident that I can contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [describe the outcome or benefit]. This experience has equipped me with [mention skills or knowledge relevant to the job], making me a strong candidate for this position.

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that appeals to you]. I believe that my [mention any unique qualities or experiences] aligns well with the goals of your organization.

I have attached my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,  
[Your Name]